



## **St. Joseph Terminal Spill Response Plan Terminals**

Developed by:



**TECHNICAL RESPONSE PLANNING**  
CORPORATION

## **SECTION 1 INTRODUCTION**

Last revised: November 25, 2013

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**Figure 1-1 - Record of Changes**

**Figure 1-2 - Distribution List**

**Figure 1-3 - St. Joseph Terminal Information Summary**

**Figure 1-4 - Facility Area Map**

**1.1 Purpose / Scope of Plan**

**1.2 Plan Review and Update Procedure**

**1.3 Agency Submittal / Approval Letters**



**FIGURE 1-1 - RECORD OF CHANGES**

Changes to this Plan will be documented on this page. Plan review and modifications will be initiated and coordinated by the Environmental, Health, Safety and Security Department (EHS&S) in conjunction with the Area Supervisor/Manager of Operations.

DATE OF CHANGE	DESCRIPTION OF CHANGE	PAGE NUMBER

**FIGURE 1-2 - DISTRIBUTION LIST**

Paper copies of this plan are located in the facility office and are accessible to facility employees and online versions of the plans are available to all employees with computer access.

PLAN HOLDER	ADDRESS	NUMBER OF COPIES		INITIAL DISTRIBUTION DATE
		PAPER	ELECTRONIC	
Manager of Operations Control	One Williams Center, MD 30 Tulsa, OK 74172	0	1	
Manager of Operations, Central District	13424 West 98th Street Lenexa, KS 66215	1	0	
St. Joseph Terminal	963 Vernon Road Wathena, KS 66090	1	0	
EPA Region 7	11201 Renner Road Lenexa, KS 66219	1	1	
Bay West	5 Empire Drive St. Paul, MN 55103	0	1	
Heritage Environmental Services (3)	8525 Northeast 38th St. Kansas City, MO 64161	0	1	
Haz-Mat Response, Inc.	1203 C South Park Olathe, KS 66061	0	1	
Technical Response Planning Corporation	Access to Planning System Online Houston, TX	0	1	

**FIGURE 1-3 - ST. JOSEPH TERMINAL INFORMATION SUMMARY****\*24 Hour Numbers**

<b>Owner/Operator:</b>	Magellan Pipeline Company, L.P. One Williams Center, P. O. Box 22186 Tulsa, OK 74121-2186		
<b>Owner Telephone:</b>	918-574-7310		
<b>Facility Name:</b>	St. Joseph Terminal		
<b>Facility Address:</b>	963 Vernon Road Wathena, KS 66090		
<b>Facility Latitude/Longitude:</b>	39 ° 45 ' 05 " N / -94 ° 55 ' 41 " W		
<b>Facility Telephone/Fax:</b>	(785) 989-3448 / (785) 989-4977		
<b>Facility FRP #:</b>	FRP07A0023		
<b>Qualified Individuals: (Refer to APPENDIX A, FIGURE A.2-3 for QI Training Records)</b>		<b>Work</b>	<b>Home</b>
	Jon Jacobs Supv Area 913/310-7721 (Office) 816/781-1040 (Home) 913/626-8973 *(Mobile)	13424 W 98th Street Shawnee Mission, KS 66215	9018 NE 91st Terrace Kansas City, MO 64157
	Harry Wilhoit Technician Sr 816/675-2210 (Office) 816/225-8274 *(Mobile) (800) 443-7243 ID# 002595 (Pager)	10502 SE Baker Rd Osborn, MO 64474	235 Se Piper Dr Holt, MO 64048
<b>Description of Facility:</b>	Onshore storage and transportation facility		

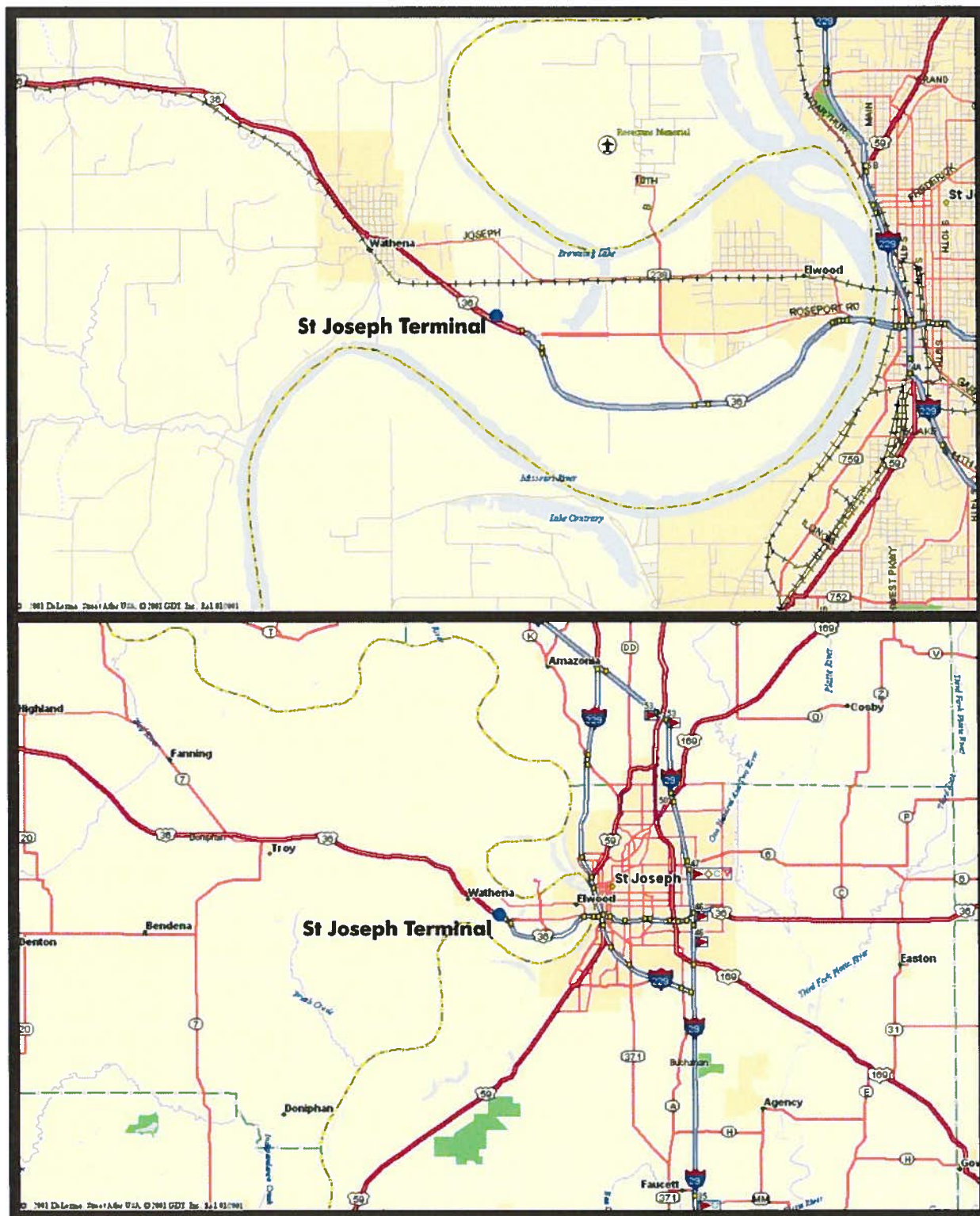
**FIGURE 1-3 - ST. JOSEPH TERMINAL INFORMATION SUMMARY, CONTINUED**

<b>Facility Data:</b>	<b>Location (Address and County)</b>	<b>Hours of Operations/ Manning</b>	<b>Throughput</b>	<b>Date of Startup</b>	<b>Wellhead Protection Area</b>
	963 Vernon Road Wathena, Doniphan County, KS 66090	M/F - 7:30 am/4:30 pm	Approximately 5350 BPD	1969	No
	<b>Date and Type of Substantial Expansion</b>				
	The only facility expansions that have occurred are additions of various tanks. Refer to <b>FIGURE C-4</b> for tank data.				
<b>Spill Detection and Mitigation Procedures:</b>	<b>Current Operations</b>				
	The major operations ongoing at the facilities are interstate pipeline transportation, above ground storage, and distribution of refined petroleum products. Refined petroleum products are received from an interstate pipeline, and then subsequently loaded by drivers into highway vehicles for further distribution utilizing an automated loading rack. Approximately 52,000,000 gallons of gasoline, 25,000,000 gallons of distillate are transferred across the loading rack on an annual basis. In addition, the facilities receive deliveries of other bulk motor fuel additives from highway vehicles. By products such as water and off-specification product are transported off site by highway vehicles for recycling or re-use.				
<b>Date Prepared:</b>	Refer to <b>SECTION 2</b> and <b>APPENDIX D.</b>				
	January 2005				

The information contained in this Plan is intended to be used as guidelines for the spill responder. Actual circumstances will vary and will dictate the procedures to be followed, some of which may not be included in this manual.

NOTE: For further information on the Qualified Individuals' training and qualifications, refer to **SECTION 4.5** and **APPENDIX A.2** in this Plan.

FIGURE 1-4 - FACILITY AREA MAP



## 1.1 PURPOSE / SCOPE OF PLAN

The purpose of this Spill Response Plan (Plan) is to provide guidelines to quickly, safely, and effectively respond to a spill. The Facility is owned and operated by Magellan Pipeline Company, L.P. , herein referred to as "Company."

This Plan is intended to satisfy the requirements of the Oil Pollution Act of 1990 (OPA 90), and has been prepared in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable Area Contingency Plans (ACP), EPA Region VII Regional Contingency Plan. Specifically, this Plan is intended to satisfy:

- U.S. Environmental Protection Agency (EPA) requirements for an OPA 90 plan (40 CFR 112.20)
- EPA requirements for a Spill Prevention Control and Countermeasures (SPCC) Plan (40 CFR 112.7)
- Occupational Safety and Health Administration (OSHA) requirements for emergency response plans (EAP and ERP) (29 CFR 1910)

The plan has been implemented and unannounced drills are conducted throughout the year to ensure personnel are adequately trained.

## 1.2 PLAN REVIEW AND UPDATE PROCEDURE

In accordance with 40 CFR 112.20, this Plan will be reviewed annually and modified to address new or different operating conditions or information included in the Plan. Company internal policy states that the Plan will be reviewed at least annually and modified as appropriate. In the event the Company experiences a Worst Case Discharge, the effectiveness of the plan will be evaluated and updated as necessary. If a new or different operating condition or information would substantially effect the implementation of the Plan, the Company will modify the Plan to address such a change and, within 60 days of making such a change, submit the change to EPA. Examples of changes in operating conditions that would cause a significant change to the Plan include:

CONDITIONS REQUIRING REVISIONS AND SUBMISSIONS	EPA
Relocation or replacement of the transportation system in a way that substantially effects the information included in the Plan, such as a change to the Worst Case Discharge volume.	x
A change in the Facility's configuration that materially alters the information included in the Plan.	x
A change in the type of oil handled, stored, or transferred that materially alters the required response resources.	x
A change in key personnel (Qualified Individuals).	x
Material change in capabilities of the Oil Spill Removal Organization(s) (OSROs) that provide equipment and personnel.	x
Material change in the Facility's spill prevention and response equipment or emergency response procedures.	x
Any other changes that materially affect the implementation of the Plan.	x

All requests for changes must be made through the Plan Coordinator and will be submitted to EPA by the Environmental, Health, Safety and Training Department (EHS&T).

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA 1/21/09](#)





January 21, 2009

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response and Prevention Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plan Updates - Magellan Pipeline Company, L.P. Midwest District:**  
Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal  
FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014;  
Columbia Terminal FRP07A0005; Doniphan Terminal FRP07A0016; Lincoln Terminal  
FRP07A0018; Kansas City Reclamation Facility FRP07A0008

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company, L.P. (MPC) Facility Response Plans (FRP's) for the above referenced facilities. With the exception of the Kansas City Reclamation Facility, only sections that incorporated changes have been printed and forwarded. If a section was modified, the entire section of that plan was printed for replacement in the existing FRP's on file. In addition to the hard copy updates of the FRP sections, compact discs of the entire plan are also included. The discs contain the plan in an electronic format to assist in your review.

If you need additional information or have questions relating to the plans, please call me at (913) 310-7731. Please forward all correspondence to my attention at the following address:

Magellan Midstream Partners, L.P.  
Attn: Brian Sieben  
13424 W. 98<sup>th</sup> Street  
Lenexa, Kansas 66215

Sincerely,

A handwritten signature in cursive script that reads "Brian Sieben".

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
brian.sieben@magellanlp.com

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA 6/18/07](#)



June 18, 2007

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response and Prevention Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plans for Magellan Pipeline Company, L.P. Midwest District Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014; Columbia Terminal FRP07A0005)**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company L.P. (MPC) Facility Response Plans (FRP's) for the above referenced facilities. In addition to the hardcopy FRP's, compact discs are also included which contain the plans in an electronic format to assist in your review.

If you need additional information or have questions relating to the plans, please call me at (913) 310-7731. Please forward all correspondence to my attention at the following address:

Magellan Midstream Partners, L.P.  
Attn: Brian Sieben  
13424 W. 98<sup>th</sup> Street  
Lenexa, Kansas 66215

Sincerely,

A handwritten signature in cursive script that reads 'Brian Sieben'. The signature is written in dark ink and is positioned above the printed name and title.

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA 8/8/05](#)



August 8, 2005

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Emergency Response Section  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Subject: Facility Response Plans for Magellan Pipeline Company, L.P. Midwest District (Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014; Columbia Terminal FRP07A0005; Carthage Terminal FRP07A012; Springfield Terminal FRP07A013; Kansas City Reclamation Facility FRP07A0008)**

Dear Mr. Doherty:

On behalf of Magellan Pipeline Company, L.P. (MPC), I am herein submitting updated Facility Response Plans for the above referenced facilities.

MPC has converted our FRP's to a more conventional Integrated Contingency Plan (ICP) format for the MPC terminals. The DOT-jurisdictional component of the former "Zone Plans" was developed into a separate Pipeline Response Plan (PRP); the two discrete planning products (ICP's and PRP) were linked together through an online emergency planning system.

I am enclosing copies of the ICP's for the MPC Midwest District. This new District plan represents a reorganized version of the former Kansas City Response Zone in order to reflect organizational changes within our company. Along with the hardcopy ICP's, I am including Compact Discs which contain the plan in an electronic format. It is my hope you will agree the electronic plans are useful supplements to the hardcopy plans.

If you would like to discuss the details of this submittal, please call me at (913) 310-7731. Please forward all correspondence to my attention at:

Magellan Pipeline Company, L.P.  
13424 W. 98<sup>th</sup> Street  
Lenexa, Kansas 66215

Sincerely,

Brian Sieben  
Environmental Specialist  
Magellan Pipeline Company, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

Enclosures

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA 1/11/10](#)



January 11, 2010

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response & Protection Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plan Updates – Magellan Pipeline Company, L.P. Midwest District:  
Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal  
FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014;  
Columbia Terminal FRP07A0005; Doniphan Terminal FRP07A0016; Kansas  
Reclamation Facility FRP07A0008**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company, L.P. (MPC) Facility Response Plans (FRPs) for the above referenced facilities. Only sections that incorporated changes have been printed and forwarded. If changes, updates or modifications at a facility required updates to information in a section, the entire section of that plan was printed for replacement in the existing FRPs on file. In addition to the hard copy updates of the FRP sections, compact discs of the entire plan are also included. The discs contain the plan in an electronic format to assist in your review.

If you need additional information or have questions relating to the plans, please call me at (913) 310-7731. Please forward any correspondence to my attention at the following address:

Magellan Midstream Partners, L.P.  
Attn: Brian Sieben  
13424 W. 98<sup>th</sup> Street  
Lenexa, Kansas 66215

Sincerely,

A handwritten signature in cursive script that reads "Brian Sieben".

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

### **1.3 AGENCY SUBMITTAL / APPROVAL LETTERS**

[Click here to view Region 7 EPA 3/17/11 FRP Deficiencies Update](#)





March 17, 2011

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response & Protection Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plan Updates – Magellan Pipeline Company, L.P. Midwest District:  
Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal  
FRP07A0007; St. Joe Terminal FRP07A0023; KC Reclamation Facility FRP07A0008**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company, L.P. (MPC) Facility Response Plan (FRPs) pages for the above referenced facilities. The pages included with this update correspond to the plan deficiencies identified in the FRP review checklist distributed during our plan review meeting March 9, 2011.

If you need additional information or have questions relating to the plans, please call me at (913) 310-7731.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Sieben", written over a horizontal line.

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA 2/10/11 Plan Update](#)



February 10, 2011

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response & Protection Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plan Updates – Magellan Pipeline Company, L.P. Midwest District:  
Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal  
FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014;  
Columbia Terminal FRP07A0005; Doniphan Terminal FRP07A0016; Lincoln Terminal  
FRP07A0018; Kansas Reclamation Facility FRP07A0008**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company, L.P. (MPC) Facility Response Plans (FRPs) for the above referenced facilities. Only sections that incorporated changes have been printed and forwarded. If changes, updates or modifications at a facility required updates to information in a section, the entire section of that plan was printed for replacement in the existing FRPs on file. In addition to the hard copy updates of the FRP sections, compact discs of the entire plan are also included. The discs contain the plan in an electronic format to assist in your review.

If you need additional information or have questions relating to the plans, please call me a (913) 310-7731. Please forward any correspondence to my attention at the following address:

Magellan Midstream Partners, L.P.  
Attn: Brian Sieben  
13424 W. 98<sup>th</sup> Street  
Lenexa, Kansas 66215

Sincerely,

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

### 1.3 AGENCY SUBMITTAL / APPROVAL LETTERS

[Click here to view Region 7 EPA FRP Approval 10/12/11](#)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 7  
901 NORTH 5TH STREET  
KANSAS CITY, KANSAS 66101

OCT 12 2011

Mr. Richard Bondy  
Emergency Response and Preparedness Coordinator  
Magellan Midstream Holdings GP, LLC  
One Williams Center, MD 27-2  
Tulsa, Oklahoma 74172

Re: Magellan St. Joseph Terminal, Wathena, Kansas  
Facility Response Plan Review - FRP07A0023

Dear Mr. Bondy:

We have completed a review of the above-referenced facility's Facility Response Plan and note that all previously identified deficiencies have been adequately addressed by the current Plan.

As the facility is classified as a "Significant and Substantial Harm" facility, the Facility Response Plan requires the U.S. Environmental Protection Agency approval and the Plan is hereby approved.

Thank you for your cooperation in revising your Plan. If you have any questions please feel free to contact me at (913) 551-7924 or by email at [Doherty.paul@epa.gov](mailto:Doherty.paul@epa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Doherty", written over a circular stamp.

Paul Doherty, On-Scene Coordinator  
Emergency Response and Removal South Branch  
Superfund Division

cc: Brian Sieben, Magellan LLC ✓



July 28, 2011

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response & Protection Branch  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

**Re: Facility Response Plan Update Region VII Review Form Checklist – Magellan Pipeline Company, L.P. Midwest District: St. Joseph Terminal FRP07A0023**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Magellan Pipeline Company, L.P. (MPC) Facility Response Plan (FRPs) pages for the above referenced facility. The pages included with this update correspond to the plan deficiencies identified in the FRP review checklist dated 2/20/2011 and received June 16, 2011. Complete sections were not printed for this update and only include the pages corresponding to the listed deficiencies.

If you need additional information or have questions relating to the plans, please call me a (913) 310-7731.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brian Sieben", written over a light blue horizontal line.

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)

### **1.3 AGENCY SUBMITTAL / APPROVAL LETTERS**

[Click here to view 2012 Region 7 EPA Plan Update Correspondence](#)



April 8, 2013

Mr. Paul Doherty  
U.S. Environmental Protection Agency, Region VII  
Superfund Division – Response & Protection Branch  
11201 Renner Road  
Lenexa, Kansas 66219

**Re: Facility Response Plan Updates – Magellan Terminal Holdings, L.P. St. Charles, Missouri Terminal FRP07A0011 and Magellan Pipeline Company, L.P. Midwest District: Kansas City Terminal FRP07A0009; Olathe Terminal FRP07A0024; Topeka Terminal FRP07A0007; St. Joseph Terminal FRP07A0023; Palmyra Terminal FRP07A0014; Columbia Terminal FRP07A0005; Doniphan Terminal FRP07A0016; Lincoln Terminal FRP07A0018; Kansas Reclamation Facility FRP07A0008**

Dear Mr. Doherty:

The purpose of this correspondence is to submit updated Facility Response Plans (FRPs) for the above referenced Magellan facilities. Included with this update please find each facility's complete FRP, Emergency Response Action Plan (ERAP), and compact disc of the FRP. The discs contain the plan in an electronic format to assist in your reference. The plans have been updated to account for minor changes that have been incorporated during 2012. Please discard all previous copies of Magellan's plans and replace with the current plans.

If you need have questions relating to the plans, please call me a (913) 310-7731.

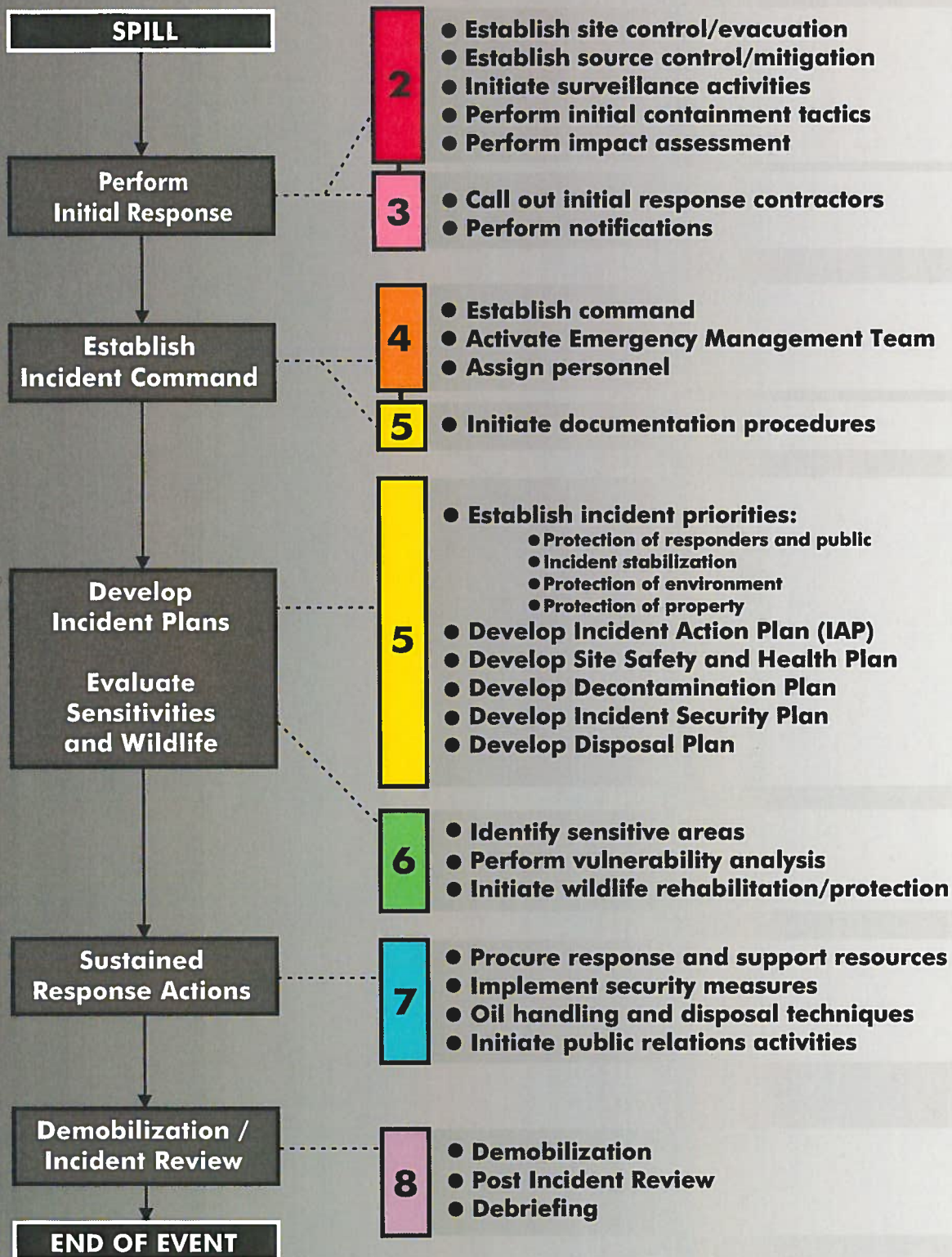
Thank you for your assistance.

Sincerely,

Brian Sieben  
Environmental Specialist  
Magellan Midstream Partners, L.P.  
[brian.sieben@magellanlp.com](mailto:brian.sieben@magellanlp.com)



# Response Procedures Flow Chart



1. Introduction

2. Initial Response Actions

3. Notifications Phone Numbers

4. Response Team Organization

5. Incident Planning

6. Sensitive Areas Response Tactics

7. Sustained Response Actions

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## **SECTION 2**

### **INITIAL RESPONSE ACTIONS**

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#### **Figure 2-1 - Initial Response Action Checklist**

#### **2.1 Spill Response**

##### **Figure 2.1-1 - Spill Response Action Checklist**

##### **2.1.1 Spill Detection and Mitigation Procedures**

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##### **2.1.2 Spill Surveillance Guidelines**

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##### **2.1.3 Spill Volume Estimating**

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#### **2.2 Fire and/or Explosion**

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#### **2.8 Bomb Threat**

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## **SECTION 2**

### **INITIAL RESPONSE ACTIONS, CONTINUED**

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#### **2.10 Flammable Vapor Cloud Release Response Action Checklist**

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#### **2.12 Earthquake Checklist**

#### **2.13 Air Monitoring Checklist**



**FIGURE 2-1 - INITIAL RESPONSE ACTION CHECKLIST****To be used in conjunction with Section 2.2 through 2.7**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>First Person On-Scene</b>	
Assume the role of Incident Commander until relieved.	
Take appropriate personal protective measures.	
Notify Emergency Responders (911).	
Alert personnel in the area of any potential threat and/ or initiate evacuation procedures.	
Eliminate possible sources of ignition in the vicinity of any spilled product.	
Notify the Magellan Spill Reporting Number.	
Notify Qualified Individual and, if necessary, the Operations Control Center.	
<b>Qualified Individual</b>	
The Qualified Individual will assume or assign the role of Incident Commander.	
Restrict access to the incident scene and surrounding area as the situation demands. Take any other steps necessary to minimize any threat to health and safety.	
Initiate the appropriate Initial Response Actions ( <b>SECTION 2</b> ).	
Ensure medical assistance has been requested for any injury.	
Ensure the Magellan Spill Reporting Number has been called to make appropriate regulatory notifications.	
Verify the type of product and quantity released, request/obtain Material Safety Data Sheets as necessary.	
Identify/isolate the source and minimize the loss of product.	
Coordinate further initial response actions with local supervision and Incident Commander.	
<b>Environmental Specialist</b>	
Notify appropriate regulatory agencies per the state reporting matrix and update any significant changes ( <b>FIGURE 3.1-3</b> ).	
<ul style="list-style-type: none"> <li>● Send out initial release report to Company personnel.</li> <li>● Work assigned role in Spill Management Team, as needed.</li> <li>● Contact environmental contractors, as needed.</li> </ul>	

**FIGURE 2-1 - INITIAL RESPONSE ACTION CHECKLIST, CONTINUED****To be used in conjunction with Section 2.2 through 2.7**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>Incident Commander/Qualified Individual</b>	
Activate the Spill Management Team (SMT), as the situation demands ( <b>SECTION 4</b> ).	
Activate additional response contractors and local response resources, as the situation demands ( <b>SECTION 3</b> ).	
Evaluate the Severity, Potential Impact, Safety Concerns, and Response Requirements based on the initial information provided by the First Person On-Scene.	
Classify the incident ( <b>SECTION 3.1</b> ).	
Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.	
If necessary to ensure the safety of employees, reduce the potential for accidental ignition, or to mitigate further damage, take action to safely halt vehicular and/or railroad traffic in the affected area. Coordinate all requests for halting railroad traffic through the local police or fire authorities. All required vehicular and/or railroad traffic control activities will be conducted with the approval of the local police and/or fire authorities.	
Notify Manager of Operations or Director, as appropriate. Provide incident briefing and coordinate activation of Corporate Spill Management Team (SMT), as the situation demands.	
Coordinate/complete additional Internal and External Notifications ( <b>SECTION 3</b> ).	
Proceed to incident site and direct response and clean-up operations.	
Designated SMT personnel will immediately respond to an incident at the Facility as the situation demands.	
Perform response/cleanup operations as directed or coordinated by the Incident Commander.	
Assist as directed at the incident scene.	

## 2.1 SPILL RESPONSE

Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate or affected area of the incident. Incidents that do not pose a significant safety or health hazard to employees in the immediate vicinity and that can be controlled by employees in the immediate area or affected facility are not classified as emergencies that would invoke the emergency plan.

**FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST**

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>First Person to Discover Spill</b>		
Take appropriate action to protect life and ensure safety of personnel. Contact the appropriate local emergency responders or request the office to do so.		
Obtain the information necessary to complete the Release/Spill Report Form (FIGURE 3.1-2) and phone this information to the Magellan Spill Reporting number to make appropriate regulatory notifications.		
Notify the Qualified Individual, and if necessary, the Operations Control Center.		
Immediately shutdown pipeline (if applicable). Remotely controlled motor operated valves will be closed by the Operations Center as soon as a leak is detected.		
Secure the scene: 1. Isolate the spill scene to assure the safety of people and the environment. Establish a SECURITY PERIMETER with barriers, roadblocks and fencing if possible. Keep non-essential personnel and onlookers outside the SECURITY PERIMETER. As soon as possible, assign security personnel to monitor roadblocks and other barriers, keep records of arriving responders, and to deny entry to unauthorized personnel. 2. Establish an EXCLUSION ZONE encompassing all free liquids, hazardous vapors, or any potential hazards such as fire or explosion. As soon as possible define the Hotline with a physical barrier (such as warning tape), and if possible upgrade the hotline to safety fencing as soon as materials are available. 3. All responders inside the SECURITY PERIMETER should wear high-visibility reflective vests for identification purposes. 4. Personnel should not be permitted to enter the EXCLUSION ZONE unless they are wearing appropriate PPE, and have been directed by the Incident Commander to cross the Hotline.		
<b>Qualified Individual</b>		
Assume role of Incident Commander until relieved.		
Conduct preliminary assessment of health and safety hazards.		
Evacuate non-essential personnel, notify emergency response agencies to provide security, and evacuate surrounding area (if necessary).		
Notify Local Emergency Responders, if necessary.		
Call out spill response contractors (FIGURE 3.1-3).		

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Qualified Individual, Continued</b>		
If safe to do so, direct facility responders to shut down potential ignition sources in the vicinity of the spill, including motors, electrical pumps, electrical power, etc. Keep drivers away from truck rack if spill occurs there.		
If safe to do so, direct facility responders to shut down and control the source of the spill. Be aware of potential hazards associated with product and ensure that lower explosive limits (LELs) are within safe levels before sending personnel into the spill area.		
For gasoline releases from a tank inside a diked area, it may be practical to transfer product out of a tank rather than letting the contents of the tank drain out inside the dike. In some circumstances tank motors and valves inside a dike may be used. If gravity feed is not an option.  Conduct a hazard risk analysis before attempting operations. Consider: <ul style="list-style-type: none"> <li>• Motor operated valves are explosion proof</li> <li>• Tank pumps are not explosion proof but are generally sparkless</li> <li>• Air monitoring should be used to determine whether offensive actions can be conducted such as the use of non-explosion proof equipment.</li> <li>• Foam may be used to reduce vapors <ul style="list-style-type: none"> <li>• Applied foam should be monitored and reapplied if the foam blanket is disturbed or if indicated by air monitoring</li> </ul> </li> <li>• Tank starters should not be used if they are in a hazardous atmosphere</li> <li>• Submerged motors should not be used</li> <li>• Contacting a Magellan electrical SME in Engineering and Construction</li> </ul>		
If safe to do so, direct facility responders to stabilize and contain the situation. This may include berming or deployment of containment and/or sorbent boom.		
For low flash oil (<100°F); consider applying foam over the oil, using water spray to reduce vapors, grounding all equipment handling the oil, and using non-sparking tools.		
If there is a potential to impact shorelines, consider lining shoreline with sorbent or diversion boom to reduce impact.		
<b>Environmental Specialist</b>		
Notify appropriate regulatory agencies per the state reporting matrix, and update any significant changes (FIGURE 3.1-3).		
Send out initial release report to Company personnel.		
Work assigned role in spill management team, as needed.		
Contact environmental contractors, as needed.		
<b>Incident Commander/Qualified Individual</b>		
Activate all or a portion of Spill Management Team (SMT) (as necessary). Environmental Specialist will maintain contact with notified regulatory agencies.		

**FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED**

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Incident Commander/Qualified Individual, Continued</b>		
Ensure the SMT has mobilized spill response contractors (if necessary). It is much better to demobilize equipment and personnel, if not needed, than to delay contacting them if they are needed.		
Document all response actions taken, including notifications, agency/media meetings, equipment and personnel mobilization and deployment, and area impacted. (Refer to <b>SECTION 5</b> for documentation.)		
Initiate spill tracking and surveillance operations. Determine extent of pollution via surveillance aircraft or vehicle. Estimate volume of spill utilizing information in <b>SECTION 2.2</b> and <b>SECTION 2.3</b> . Send photographer / videographer, if safe.		
<b>SECONDARY RESPONSE ACTIONS</b> (Refer to SMT job descriptions in <b>SECTION 4.6</b> )		
<b>FACILITY SPECIFIC RESPONSE CONSIDERATIONS</b> (Refer to <b>SECTION 6</b> for maps and sensitivity information).		
<b>SITE SPECIFIC ACTIONS</b>		
<b>DOCUMENT ALL ACTIONS TAKEN</b>	<b>INITIALS</b>	
<b>First Priority</b>		
Account for all personnel and visitors.		
Identify and assess fire/safety hazards.		
<b>Second Priority</b>		
Secure spill source if possible.		
Assure all required notifications are conducted.		
Secure all drainage leading from facility.		
<b>Third Priority</b>		
Facility drainage and secondary containment will be adequate to contain a spill of small or medium size, thus preventing a release from reaching drainage ditch located 1000 to 1500 feet east of facility. Once the spill has been contained, resources are present at the facility to recover spilled product, safety permitting		
If unable to contain spill to facility property, refer to <b>SECTION 6.8</b> of the FRP or <b>SECTION 7.0</b> of the ERAP for location of the Culvert Blocking Strategy, 1000-1500 feet east of the Facility as shown in Tactical Worksite One		
Once deployment of response equipment has been completed, initiate recovery of product.		
Upon arrival of SMT, assure all information is accurate and complete prior to being released.		
Assure proper documentation has been completed from initial discovery of spill to finish; reference <b>SECTION 5</b> in the Spill Response Plan.		

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Cold Weather Response</b>		
<p>PPE is essential; use a layered approach</p> <ul style="list-style-type: none"> <li>• Base Layer - lightweight, snug fitting, and has the ability to wick perspiration away from the body (silk, polypropylene, etc.)</li> <li>• Mid Layer - insulating and wicking material (fleece, wool, microfiber, etc.)</li> <li>• Waterproof Outer Layer - wind proof, water repellant material, breathable (nylon, gore-tex, down, etc.)</li> <li>• Footwear - thin socks (nylon, silk, wool), heavier socks (wool), overboots (rubber, waterproof &amp; insulated)</li> <li>• Hand and Head Protection - layer with liners and waterproof shells as appropriate, 40-80% of heat loss is through the head (gore-tex, fleece, wool, down, etc.)</li> </ul> <p>Remember the COLD method; Clean (keep insulating layers clean), Overheating (adjust layers of clothing as needed), Loose Layers (wear several layers that don't impede circulation), Dry (stay dry, avoid cotton).</p>		
Watch for signs of hypothermia (shivering, apathy, slurred speech, confusion, poor coordination and unconsciousness). Call for medical assistance if symptoms are present.		
<p>If spill involves a water body, assess water body conditions including:</p> <ul style="list-style-type: none"> <li>• Location of release and product</li> <li>• Current and direction of movement (spill movement will be slower under ice)</li> </ul>		
Conducting oil recovery operations on iced bodies of water can be dangerous. Only personnel or OSROs trained in cold weather response tactics should undertake this type of effort.		
<p>Rules and Tactics for Ice recovery operations by trained and qualified personnel:</p> <ul style="list-style-type: none"> <li>• Always use a buddy system and wear harnesses when working on ice.</li> <li>• Do not stand over slotted ice.</li> <li>• Determine thickness of ice (A powered auger can be used to determine ice conditions). Note: River Ice will be less stable than Lake Ice.</li> <li>• Slotting involves cutting and removing ice blocks at a 30 degree angle to the current. The end of the slot should be wide enough to house an oil skimmer.</li> <li>• Slots should be cut with a slight "J" curve to provide current slow toward the shoreline recovery area.</li> <li>• Effective barriers can be installed by augering holes next to each other and installing plywood sheets to divert product to a sump area.</li> </ul>		

FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Cold Weather Response</b>		
<p>Snow can absorb released product. Depending on the moisture content of the snow, it can act as a wick, pulling product away from the release site. Impacted snow can be addressed by techniques including:</p> <ul style="list-style-type: none"><li>• Temporary storage in a side dump to reduce or eliminate any leakage from melting snow or product</li><li>• Stockpiling under a rack so melt water and product drain to a sump</li><li>• Using a "thawzall" heating system to melt snow stockpiled under a rack or in a side dump.</li></ul>		
Well-compacted snow lined with plastic can be used as a berming material.		
<p>Employ standard spill response procedures, including:</p> <ul style="list-style-type: none"><li>• Establish incident command.</li><li>• Making proper notifications.</li><li>• Identify and Isolate the source.</li><li>• Monitor weather conditions.</li><li>• Use appropriate PPE.</li><li>• Monitor vapors.</li><li>• Establish site control.</li></ul>		

### 2.1.1 Spill Detection and Mitigation Procedures

See **APPENDIX D.3** for spill detection protocols.

Each spill mitigation situation is unique and must be treated according to the circumstance present. In every situation, however, personnel safety must be assessed as the first priority. The potential for ignition and/or toxic exposure must be promptly evaluated. Spill mitigation procedures are listed in **FIGURE 2.1-1**. Discharge volume calculations are provided in **APPENDIX D**.

**FIGURE 2.1-2 - SPILL MITIGATION PROCEDURES**

TYPE	MITIGATION PROCEDURE
Failure of Transfer Equipment	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Terminate transfer operations and close block valves.</li> <li>3. Drain product into containment areas if possible.</li> <li>4. Eliminate sources of vapor cloud ignition by shutting down all engines and motors.</li> </ol>
Tank Overfill/Failure	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Shut down or divert source of incoming flow to tank.</li> <li>3. Transfer fluid to another tank with adequate storage capacity (if possible).</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. Ensure that dike discharge valves are closed.</li> <li>6. Monitor diked containment area for leaks and potential capacity limitations.</li> <li>7. Begin transferring spilled product to another tank as soon as possible.</li> </ol>
Piping Rupture/Leak (under pressure and no pressure)	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Shut down pumps. Close the closest block valves on each side of the rupture.</li> <li>3. Drain the line back into contained areas (if possible). Alert nearby personnel of potential safety hazards.</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. If piping is leaking and under pressure, then relieve pressure by draining into a containment area or back to a tank (if possible). Then repair line according to established procedures.</li> </ol>
Fire/Explosion	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at risk of injury.</li> <li>2. Notify local fire and police departments.</li> <li>3. Attempt to extinguish fire if it is in incipient (early) stage and <b>if it can be done safely</b>.</li> <li>4. Shut down transfer or pumping operation. Attempt to divert or stop flow of product to the hazardous area (if it can be done safely).</li> <li>5. Eliminate sources of vapor cloud ignition shutting down all engines and motors.</li> <li>6. Control fire before taking steps to contain spill.</li> </ol> <p>See also fire/explosion response steps in <b>SECTION 2.2</b>.</p>
Manifold Failure	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Terminate transfer operations immediately.</li> <li>3. Isolate the damaged area by closing block valves on both sides of the leak/rupture.</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. Drain fluids back into containment areas (if possible).</li> </ol>



### 2.1.2 Spill Surveillance Guidelines

- Surveillance of an oil spill should begin as soon as possible following discovery to enable response personnel to assess spill size, movement, and potential impact locations
- Dispatch observers to crossings downstream or down gradient to determine the spill's maximum reach
- Clouds, shadows, sediment, floating organic matter, submerged sand banks or wind-induced patterns on the water may resemble an oil slick if viewed from a distance
- Use surface vessels to confirm the presence of any suspected oil slicks (if safe to do so); consider directing the vessels and photographing the vessels from the air, the latter to show their position and size relative to the slick
- It is difficult to adequately observe oil on the water surface from a boat, dock, or shoreline
- Spill surveillance is best accomplished through the use of helicopters or small planes; helicopters are preferred due to their superior visibility and maneuverability
- If fixed-wing planes are to be used, high-wing types provide better visibility than low-wing types
- All observations should be documented in writing and with photographs and/or videotapes
- Describe the approximate dimensions of the oil slick based on available reference points (i.e. vessel, shoreline features, facilities); use the aircraft or vessel to traverse the length and width of the slick while timing each pass; calculate the approximate size and area of the slick by multiplying speed and time
- Record aerial observations on detailed maps, such as topographic maps
- In the event of reduced visibility, such as dense fog or cloud cover, boats may have to be used to patrol the area and document the location and movements of the spill; however, this method may not be safe if the spill involves a highly flammable product
- Surveillance is also required during spill response operations to gauge the effectiveness of response operations; to assist in locating skimmers; and assess the spill's size, movement, and impact
- An Spill Surveillance Checklist is provided in **FIGURE 2.1-3**

**FIGURE 2.1-3 - SPILL SURVEILLANCE CHECKLIST**

Record your observations of spilled oil either in a notebook or directly on a chart of the area under observation. This checklist is an aid for organizing your observations.

General Information	
Date:	Tidal or river stage (flood, ebb, slack, low water):
Time:	On-scene weather (wind, sea state, visibility):
Incident name:	Platform (helicopter, fixed-wing aircraft, boat):
Observer's name:	Flight path/trackline:
Observer's affiliation:	Altitude where observation taken:
Location of source (if known):	Areas not observed (i.e. foggy locations, restricted air spaces, shallow water areas):
Oil Observations	
Slick location(s):	Color and appearance (i.e. rainbow, dull or silver sheen, black or brown in color or mousse):
Slick dimensions:	Percent coverage:
Orientation of slick(s):	Is oil recoverable (Y/N)?:
Distribution of oil (i.e. windrows, streamers, pancakes or patches):	
Considerations	
<ul style="list-style-type: none"> <li>• During surveillance flights, travel beyond known impacted areas to check for additional oil spill sites</li> <li>• Include the name and phone number of the person making the observations</li> <li>• Clearly describe the locations where oil is observed and the areas where no oil has been seen</li> </ul>	
Other Observations	
Response Operations	
Equipment deployment (general locations where equipment is working and whether they are working in the heaviest concentration of oil):	
Boom deployment (general locations of boom, whether the boom contains oil, and whether the oil entrains under the boom):	
Environmental Observations	
Locations of convergence lines, terrain, and sediment plumes:	
Locations of debris and other features that could be mistaken for oil:	
Wildlife present in area (locations and approximate numbers):	

### 2.1.3 Spill Volume Estimating

Early in a spill response, estimation of spill volume is required in order to:

- Report to agencies
- Determine liquid recovery requirements
- Determine personnel and equipment requirements
- Estimate disposal and interim storage requirements

Some rapid methods to estimate spill size are:

- Transfer operations: Multiply the pumping rate by the elapsed time that the leak was in progress, plus the drainage volume of the line between the two closest valves or isolation points (volume loss = pump rate [bbls/min] x elapsed time [min] + line contents [bbl])
- Tank overfills: Elapsed time multiplied by the pumping rate
- Visual assessment of the surface area and thickness (**FIGURE 2.1-4**); the method may yield unreliable results because:
  - Interpretation of sheen color varies with different observers
  - Appearance of a slick varies depending upon amount of available sunlight, sea-state, and viewing angle
  - Different products may behave differently, depending upon their properties

**FIGURE 2.1-4 - SPILL ESTIMATION FACTORS**

OIL THICKNESS ESTIMATIONS				
Standard Form	Approx. Film Thickness		Approx. Quantity of Oil in Film	
	inches	mm		
Barely Visible	0.0000015	0.00004	25 gals/mile <sup>2</sup>	44 liters/km <sup>2</sup>
Silvery	0.000003	0.00008	50 gals/mile <sup>2</sup>	88 liters/km <sup>2</sup>
Slightly colored	0.000006	0.00015	100 gals/mile <sup>2</sup>	179 liters/km <sup>2</sup>
Brightly colored	0.000012	0.0003	200 gals/mile <sup>2</sup>	351 liters/km <sup>2</sup>
Dull	0.00004	0.001	666 gals/mile <sup>2</sup>	1,167 liters/km <sup>2</sup>
Dark	0.00008	0.002	1,332 gals/mile <sup>2</sup>	2,237 liters/km <sup>2</sup>
Thickness of light oils: 0.0010 inches to 0.00010 inches				
Thickness of heavy oils: 0.10 inches to 0.010 inches				

### 2.1.4 Estimating Spill Trajectories

In some cases, oil spill trajectories should be estimated in order to predict direction and speed of the slick movement. Trajectory calculations provide an estimate of where oil slicks may impact shorelines and other sensitive areas, and also provide an estimate of the most effective location in which to mobilize spill response resources for protection, containment, and recovery.

Oil spill trajectories can be estimated using vector addition or with computer programs. Hand calculations typically utilize the following assumptions:

- Oil moves at approximately the same direction and speed as the water currents, unless the winds are strong
- Wind speed can be multiplied by 0.034 to determine the effect of winds on speed and direction of spill movement
- The combined effects of winds and currents can be added to estimate spill movement speed and direction

More sophisticated predictions can be obtained from computer programs. Oil spill trajectory services can be obtained from:

- National Oceanic and Atmospheric Administration (NOAA) through the Federal On-Scene Commander (FOSC)
- Private consulting firms

### 2.1.5 Initial Containment Actions

Initial containment actions will focus on utilizing containment on site in the most effective manner to:

- Prevent the oil from impacting water, thereby reduce the surface area and the shoreline to be cleaned
- Concentrate the oil (when safe to do so), making physical recovery more efficient
- Limit the environmental impact to the immediate spill area

Selection of the appropriate location and method will depend upon:

- Length of time spill occurs before being noticed
- Amount of spill
- Area of coverage
- Environmental factors such as wind speed and direction
- Oil's characteristics

### 2.1.6 Safety Considerations

- Containment actions should not be conducted during inclement weather or unsafe conditions such as high winds, fast currents, or unstable terrain
- Eliminate all ignition sources
- Avoid contact with the spilled product
- Use respiratory protection (if applicable)
- Ensure that the area remains secure to air traffic

## 2.2 FIRE AND/OR EXPLOSION

**Your first consideration is always the safety of people in the immediate area, including your own.**

**The first responder's initial objective is site management.**

FIRE AND/OR EXPLOSION CHECKLIST	
TASK	INITIALS
<b>At a manned facility</b>	
Evaluate the situation; approach cautiously from upwind; do not rush in	
<b>Warnings, Notifications, and Evacuation:</b> <ul style="list-style-type: none"> <li>● Alert co-workers or others on-site; use alarm systems</li> <li>● Account for all personnel</li> <li>● Notify local police and fire departments (911), provide detailed information regarding material, product and equipment involved, wind direction</li> <li>● Notify the Qualified Individual and Operations Control</li> <li>● Notify the utility companies if on-site utilities, such as gas and electric, may be affected by the fire</li> </ul>	
<b>Site Control:</b> <ul style="list-style-type: none"> <li>● Account for all personnel; use an entry/exit log that includes names, company and time</li> <li>● Prepare evacuation routes and monitor incident for changes requiring evacuation</li> <li>● Keep outside personnel from entering the facility; enlist aid from law enforcement</li> <li>● Establish safety zones</li> <li>● Meet fire personnel at gate; have copy of emergency plans and data on affected tank(s)</li> <li>● Establish a safe media assembly area</li> </ul>	
<b>Fire Fighting:</b> <ul style="list-style-type: none"> <li>● Trained company personnel, firefighters, or fire and hazard control techs may attempt to extinguish the fire if it is in the incipient (early) stage and IF IT CAN BE DONE SAFELY; personnel should be prepared to evacuate if fire is beyond their capabilities to fight</li> <li>● If fire is too large for a Hazmat Tech to fight, the person sounding the alarm or making the phone call to 911 should stand by at a safe distance to direct the fire department and to keep personnel from entering the danger area</li> </ul>	
<b>Establish Command:</b> <ul style="list-style-type: none"> <li>● Establish Incident Command</li> <li>● Establish a Command Post and lines of communication; use radios and cell phones</li> <li>● Provide fire department with contact numbers or facility radio</li> <li>● Appoint a recorder</li> </ul>	
<b>Additional Resources:</b> <ul style="list-style-type: none"> <li>● Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency</li> <li>● For tank fires or other large petroleum fires immediately contact               <ul style="list-style-type: none"> <li>● Air Monitoring contractors identified in <b>SECTION 3</b></li> <li>● Specialty Fire-fighting services identified in <b>SECTION 3</b></li> <li>● Oil Spill Removal Organizations (OSROs)</li> </ul> </li> </ul>	
Conduct a post-emergency evaluation and report	

**2.2 FIRE AND/OR EXPLOSION, CONTINUED**

**Your first consideration is always the safety of people in the immediate area, including your own.**

**The first responder's initial objective is site management.**

<b>FIRE AND/OR EXPLOSION CHECKLIST, CONTINUED</b>	
<b>TASK</b>	<b>INITIALS</b>
<b>At an unmanned facility or on the pipeline right of way</b>	
Handle the call	
<b>Warnings and Notifications:</b> <ul style="list-style-type: none"> <li>• Notify local police and fire departments (911)</li> <li>• Notify the Qualified Individual and Operations Control</li> <li>• Notify the utility companies if on-site utilities, such as gas and electric, may be affected by the fire</li> <li>• Notify railroads or local emergency officials to halt traffic if roads or railroads are in the affected area</li> </ul>	
Go to the incident scene to evaluate the situation; approach cautiously from upwind; do not rush in	
<b>Site Control:</b> <ul style="list-style-type: none"> <li>• Account for all personnel</li> <li>• Prepare evacuation routes and monitor incident for changes requiring evacuation</li> <li>• Keep outside personnel from entering area – enlist aid from law enforcement</li> <li>• Establish safety zones</li> <li>• Meet fire personnel at scene; have copy of emergency plans and data on affected lines</li> </ul>	
<b>Valves and Controls:</b> <ul style="list-style-type: none"> <li>• If the fire/explosion is a result of a pipe rupture, isolate product release by closing valves outside the affected area</li> <li>• Stay in contact with Operations Control to update on valve closings</li> </ul>	
<b>Establish Command:</b> <ul style="list-style-type: none"> <li>• Establish Incident Command</li> <li>• Establish a Command Post and lines of communication -use radios and cell phones</li> <li>• Provide fire department with contact numbers</li> <li>• Appoint a recorder</li> </ul>	
<b>Additional Resources:</b> <ul style="list-style-type: none"> <li>• Call in additional resources if on-scene personnel and equipment are inadequate to handle the emergency</li> <li>• For tank fires or other large petroleum fires immediately contact               <ul style="list-style-type: none"> <li>• Air Monitoring contractors identified in <b>SECTION 3</b></li> <li>• Specialty Fire-fighting services identified in <b>SECTION 3</b></li> <li>• Oil Spill Removal Organizations (OSROs)</li> </ul> </li> </ul>	
Conduct a post-emergency evaluation and report	

**2.3 EVACUATION**

<b>EVACUATION CHECKLIST</b>	
<b>TASK</b>	<b>INITIALS</b>
Request assistance from off-site agencies; convey Command Post's location	
Assemble personnel at predetermined safe location: upwind/up gradient of release (regrouping area)	
Account for Company and contractor personnel	
Assess casualties (number/type/location)	
Determine probable location of missing personnel	
Secure site, establish re-entry point and check-in/check-out procedures	
Develop list of known hazards (confined spaces, electrical hazards, physical hazards, vapors, oxygen deficiency, fire/explosion, etc.)	
Monitor situation (weather, vapors, product migration) for significant changes	
Assist in developing a Rescue Plan, if necessary	



## 2.3 EVACUATION, CONTINUED

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Stored material location	<ul style="list-style-type: none"> <li>Located in oil storage area</li> <li>Identified in facility Plot Plan (<b>APPENDIX C</b>)</li> </ul>
Spilled material hazards	<ul style="list-style-type: none"> <li>Hazard is fire/explosion</li> </ul>
Water currents, tides or wave conditions	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
Evacuation routes	<ul style="list-style-type: none"> <li>Routes are summarized on Evacuation Plan Diagram (<b>APPENDIX C</b>)</li> <li>Criteria for determining safest evacuation routes from facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid</li> </ul>
Alternate evacuation routes	<ul style="list-style-type: none"> <li>Alternate routes may exist; refer to Evacuation Plan Diagram (<b>APPENDIX C</b>)</li> </ul>
Injured personnel transportation	<ul style="list-style-type: none"> <li>Emergency vehicles can be mobilized to the facility</li> </ul>
Alarm/Notification system location	<ul style="list-style-type: none"> <li>Air horn will be used as notification of an emergency situation</li> <li>One three-second blast = emergency constituting evacuation of location</li> <li>Three one-second blasts = emergency constituting going to a designated weather shelter</li> </ul>
Community evacuation plans	<ul style="list-style-type: none"> <li>Company may request local police, county sheriff and/or state police assistance. Community evacuations are the responsibility of these agencies.</li> </ul>
Spill flow direction	<ul style="list-style-type: none"> <li>Follow drainage route to the south from the facility</li> <li>Identified in facility drainage diagram (<b>APPENDIX C</b>)</li> </ul>
Prevailing wind direction and speed	<ul style="list-style-type: none"> <li>Prevailing winds are from the south at approximately 10 mph</li> <li>Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction</li> </ul>
Emergency personnel/response equipment arrival route	<ul style="list-style-type: none"> <li>Fire trucks/ambulances/response equipment would likely arrive via Hwy 36 to Vernon Road</li> <li>Directions to nearest medical facility provided below</li> </ul>

**2.3 EVACUATION, CONTINUED**

<b>EVACUATION FACTORS</b>	
<b>FACTOR</b>	<b>DESCRIPTION</b>
Centralized check-in area	<ul style="list-style-type: none"> <li>• All employees and contractors report to the facility entrance on Hwy 36 for head count</li> <li>• Supervisor is responsible for head count</li> </ul>
Mitigation Command Center location	<ul style="list-style-type: none"> <li>• Initial Command Center located at Facility Main Office</li> <li>• Mobile Command Posts may be established, as necessary</li> </ul>
Facility Shelter Location	<ul style="list-style-type: none"> <li>• The main office may be used for temporary shelter during inclement weather</li> <li>• Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather</li> </ul>
Directions to nearest medical facility	<p>Directions to Heartland East Hospital :</p> <ul style="list-style-type: none"> <li>• Travel east 9.9 miles on US-36 to South Riverside Road</li> <li>• Travel north 1.4 miles on South Riverside Road to Faraon Street</li> <li>• Turn onto Faraon Street northwest 0.3 miles to hospital</li> </ul>

<b>ALARM DESIGNATION</b>	<b>ALARM DESCRIPTION (Audio and Visual Signals)</b>	<b>ANNOUNCEMENTS (Public Address or Intercom)</b>	<b>IMMEDIATE ACTIONS (Non-Emergency Personnel)</b>
Facility Evacuation	One three-second blast = emergency constituting evacuation of location	Details and instructions provided as necessary via PA System.	Follow established Evacuation Procedures ( <b>SECTION 7</b> ).

**2.4 MEDICAL**

MEDICAL CHECKLIST	
TASK	INITIALS
Summon Emergency Medical Services (EMS) to the scene	
Do not move the patient unless a situation (such as a fire) threatens their life	
If trained, provide first aid until the EMS arrives at the scene	
As the situation warrants, try to stop the bleeding and keep the patient breathing until the EMS arrives at the scene	
The rescuer's role includes: <ul style="list-style-type: none"><li>● Removing the patient from any situation threatening their life or the lives of rescuers</li><li>● Correcting life-threatening problems and immobilizing injured parts before transporting the patient</li><li>● Transporting the patient in a way that minimizes further damage to injured parts</li><li>● Administering essential life support while the patient is being transported</li><li>● Observing and protecting the patient until medical staff can take over</li><li>● Administering care as indicated or instructed</li></ul>	

## 2.5 TORNADO

TORNADO CHECKLIST	
TASK	INITIALS
Use television or radio to monitor news weather reports	
When a tornado warning is issued, sound the local alarm	
<b>Tornado Watch:</b> <ul style="list-style-type: none"> <li>• Tornado watch means conditions are favorable for tornadoes</li> <li>• Monitor television, radio or weather alert radio reports for approaching storms</li> <li>• Be prepared to take action if the watch is upgraded to a warning</li> <li>• Pre-Identify facility shelter locations               <ul style="list-style-type: none"> <li>• Sturdy building</li> <li>• Bottom floor</li> <li>• Innermost room with the maximum number of walls between occupants and outside</li> <li>• Minimum number of windows</li> </ul> </li> <li>• Watch for danger signs               <ul style="list-style-type: none"> <li>• Dark, often greenish clouds</li> <li>• Large hail</li> <li>• Wall cloud or funnel cloud</li> </ul> </li> </ul>	
<b>Tornado Warning:</b> <ul style="list-style-type: none"> <li>• Tornado warning means a tornado has been sighted. A warning may come from emergency officials but may also come from facility personnel who site a funnel formation and hear a roar similar to a jet engine               <ul style="list-style-type: none"> <li>• <b>People in its path should take shelter immediately</b></li> </ul> </li> <li>• Sound the local alarm</li> <li>• Have location personnel report to a designated shelter area</li> <li>• Consider shutting down operations if it can be done safely</li> <li>• Account for all personnel</li> <li>• Take shelter; under furniture using arms to protect head and neck</li> </ul>	
<b>After High Winds or Tornadoes:</b> <ul style="list-style-type: none"> <li>• Account for all personnel; check for injuries and contact emergency medical assistance, if needed</li> <li>• Evaluate the facility</li> <li>• Use caution when entering damaged buildings</li> <li>• Check for down power lines</li> <li>• Update Operations Control and the Qualified Individual/Supervisor</li> </ul>	
Perform Initial Response Actions functions as stated in <b>FIGURE 2-1</b>	
Conduct post-emergency evaluation and report	

## 2.6 FLOOD

FLOOD CHECKLIST	
TASK	INITIALS
Perform continuous monitoring of the situation by listening to radio and/or television reports. Consider utilizing your local LEPC contacts	
Flood watch means flooding is possible	
Flood warning means flooding is occurring or is imminent	
Update the Qualified Individual/Supervisor, Management, Commercial and Operations Control when flooding is imminent	
Consider preparing a site specific shutdown procedure prior to the actual flooding event and share this information with location personnel. Use a site specific shutdown procedure when flooding is imminent.	
Pre-establish an evacuation plan and action levels for executing shutdown and evacuation (SECTION 2.3)	
Take preliminary actions to secure the facility before flooding and mandatory evacuation	
Forecast staffing requirements and plan accordingly.	
Consider obtaining the following services early in the process to ensure availability <ul style="list-style-type: none"> <li>• Sandbags</li> <li>• Portable pumps and hoses</li> <li>• Power generators</li> </ul>	
Remove product from underground storage tanks (i.e., sumps and separators, if applicable) and replace with water to prevent them from floating out of the ground	
Consult with the Tank SME to determine minimum product (or water) fill height necessary to prevent storage tanks from floating.	
Keep at least a normal bottom in all above ground tankage, more if possible	
If time allows, consider removing pumps and motors that may be affected by a flood Plug all rack drains and facility drains connected to the sump	
Anchor, move or otherwise protect all bulk additive tanks, fuel barrels, empty drums, and propane tanks (if applicable)	
Monitor locations of 30 day retention samples and gasoline cans	
Remove all vehicles from potential flood area	
Maintain contact with OSROs before and during flooding conditions	
Continually update Qualified Individual/Supervisor, Management, Commercial and Operations Control on facility status	
Back up computer files	
Remove or move to higher elevation assets such as files, computers, and spare parts	
Communicate potential for shutting off high voltage power and natural gas lines to energy providers	
Close all valves on product and additive storage tanks	
Before evacuation, know where all the employees or contractors will be residing and obtain phone numbers so they can be contacted if additional emergencies occur	
Have Personal Flotation Devices available if necessary	
Conduct a post-emergency evaluation and report	
Maintain hazards awareness: <ul style="list-style-type: none"> <li>• Structural damage</li> <li>• Downed power lines</li> <li>• Leaking natural gas, water, and sewer lines</li> <li>• Poisonous snakes and other wildlife sheltering in structures, vehicles, and furniture</li> <li>• Avoid direct contact with flood water, mud, and animal carcasses</li> </ul>	

**2.7 ICE/SNOW STORM**

<b>ICE/SNOW STORM CHECKLIST</b>	
<b>TASK</b>	<b>INITIALS</b>
Monitor news and weather reports on television or the radio	
Alert co-workers or others on-site that severe weather is approaching	
Be aware of the dangers posed by ice and snow falling from equipment	
Be aware of product release danger posed by ice falling on exposed piping	
Monitor ice and snow accumulation on tanks	
Obtain snow or ice removal equipment	
Obtain generators, if necessary to re-power facilities	
Use cold weather response techniques when responding to product spills as released product may flow under ice or snow	
Establish and maintain communication with personnel in remote areas	
Ensure that vehicles have a full tank of gas and are functioning (heater, windshield wipers, etc.)	
Consider limiting vehicle traffic	
Obtain fresh water supplies	
Notify the supervisor/Qualified individual and Operations Control if the facility loses power or is otherwise unable to operate	

## 2.8 BOMB THREAT

BOMB THREAT CHECKLIST	
TASK	INITIALS
Handle the call	
Treat the threat as real, <b>safeguard life</b>	
Maintain a log to record all events <ul style="list-style-type: none"> <li>• Begin with the receipt of the threat and continue until the episode is finished with all areas secure</li> <li>• The log should include the names of agencies and individuals contacted and the time, date and action taken or requested</li> </ul>	
All evidence in conjunction with the threat should be retained and preserved	
Keep the caller on the line; ask the following questions: <ul style="list-style-type: none"> <li>• When is the bomb going to explode?</li> <li>• Where is the bomb right now?</li> <li>• What kind of bomb is it?</li> <li>• What will cause it to explode?</li> <li>• Why?</li> </ul>	
Listen for any background sounds	
Listen for any distinguishing characteristics of the caller's voice	
If a caller ID number does not appear on the phone, after the caller hangs up, pick up the receiver, listen for the dial tone, dial *57 and write down the caller ID number that appears on the phone. Note: This may not function on all phone systems	
Evacuate the premises	
Notify the police (911)	
If a detonation occurs, refer to <b>SECTION 2.3</b>	
Conduct a post-emergency evaluation and report	
<p><b>Do not use radios within 1,000 feet of an area that may contain a bomb.</b></p> <p><b>Do not turn on/off lights or use other electrical switches.</b></p>	

## **2.9 Hurricane Preparedness**

Not applicable at this facility.



## 2.10 FLAMMABLE VAPOR CLOUD RELEASE RESPONSE ACTION CHECKLIST

Not applicable at this facility.

## 2.11 HYDROGEN SULFIDE (H<sub>2</sub>S) RELEASE

Not applicable at this facility.

**2.12 EARTHQUAKE CHECKLIST**

<b>SPECIFIC RESPONSE ACTIONS</b>	<b>COMMENTS</b>
Operations Control will follow their own procedures.	
<b>Inside a building:</b>	
Do not attempt to leave the building. You are much safer inside the building until the shaking stops.	
Move away from windows, tall fire cabinets, and other things that could fall on or crush you.	
Do not try to stand in the doorway. Doors are heavy and can cause damage when they swing during an earthquake.	
Drop to the floor, find cover and hold on. Shelter yourself by getting under a table or desk.	
Protect yourself by putting your head as close to your lap as possible, or kneel down and protect your head.	
Remain calm. Major earthquakes generally last less than 60 seconds.	
<b>Outside a building:</b>	
Seek protection away from buildings. Falling glass, power lines, trees and debris can be very hazardous.	
Drop to the ground and stay there until the shaking stops	
<b>After an Earthquake:</b>	
Wait in your safe place until the shaking stops, then check for injuries and account for all employees	
Move carefully and watch out for hazards and debris	
Be prepared for aftershocks.	
Exit and stay out of damaged buildings. Damaged buildings may be destroyed during an aftershock.	
Be aware of the potential for fires. Broken fuel lines, gas lines and damaged electrical lines can create fire hazards. Damaged hot water heaters can be the source of potential fires.	
Once it is safe to do so, contact Supervisory personnel and the Operations Control Center to advise them of your location and report the earthquake.	
Conduct a thorough facility assessment. Take appropriate actions if necessary as outlined in Spill Response (SECTION 2.1), Fire (SECTION 2.2) Medical (SECTION 2.4) and Evacuation (SECTION 2.3).	

## 2.13 AIR MONITORING CHECKLIST

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Use of Monitor</b> <ul style="list-style-type: none"> <li>Follow manufacturer's procedure and SIP for testing and operating an electric air monitor.</li> <li>Sustained readings are those readings sustained for over 1 minute of continuous instrument operation.</li> </ul>	
<b>Facility Air Monitoring</b>	
<b>Initial Monitoring of Release Site</b> <ul style="list-style-type: none"> <li><b>WARNING:</b> Do not enter hot zone without proper PPE. Use the air monitor and this checklist to establish the hot (hazardous) and cold (safe) zones.</li> <li>Do not enter IDLH atmospheres.</li> <li>Head towards the release site from upwind. Identify alternate routes of escape and any potential ignition sources such as motor vehicles.</li> <li>Continually monitor as nearing release site.</li> <li>Establish working parameters. Action levels for specific substances are:               <ul style="list-style-type: none"> <li>Benzene - 1 ppm</li> <li>H<sub>2</sub>S - 10 ppm</li> <li>NH<sub>3</sub> - 25 ppm</li> <li>VOC - 25 ppm</li> <li>LEL - 10%</li> </ul> </li> <li>Once the zones are properly identified,               <ul style="list-style-type: none"> <li>Evacuate personnel within hot zone that are without proper PPE.</li> <li>Keep unauthorized personnel away from the area.</li> <li>Clearly mark hot zone boundaries with physical barrier – e.g. barrier tape, snow fence, signs, ropes, etc.</li> <li>Recheck zones within the first hour to determine if levels require redefining zones and need for air monitoring program.</li> </ul> </li> <li>If vapors are above action levels or threaten to be above action levels (wind is pushing vapors) in occupied areas such as offices, buildings, truck rack or outside the facility perimeter.               <ul style="list-style-type: none"> <li>Evacuate affected areas or use proper PPE as appropriate.</li> <li>Establish facility perimeter monitoring to ensure vapors are not migrating outside the facility.</li> </ul> </li> <li>If readings continue for greater than 1 hour               <ul style="list-style-type: none"> <li>Establish an air monitoring program in accordance with this checklist and review with Safety Specialist.</li> <li>Work with Emergency Agencies to establish action levels for readings outside the facility perimeter.</li> </ul> </li> </ul>	
<b>Facility Perimeter Monitoring</b> <ul style="list-style-type: none"> <li>If sustained readings are obtained at the perimeter fenceline.               <ul style="list-style-type: none"> <li>Conduct air monitoring downwind until sustained non-detect readings are obtained</li> <li>Document the value and location of sustained non-detect readings.</li> </ul> </li> <li>If readings are detected at nearby roadways               <ul style="list-style-type: none"> <li>LEL - 10% or greater</li> <li>H<sub>2</sub>S - 5 ppm</li> <li>NH<sub>3</sub> - 12 ppm</li> <li>Request Fire Department response and discuss readings with Emergency Responders who will decide if they need to close roads.</li> <li>NOTE: Different monitoring parameters are appropriate at roadways given the momentary presence of passing vehicles.</li> </ul> </li> </ul>	

## 2.13 AIR MONITORING CHECKLIST, CONTINUED

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Facility Air Monitoring, Continued</b>	
<ul style="list-style-type: none"> <li>• If readings are detected in nearby communities (residential, commercial, or retail)               <ul style="list-style-type: none"> <li>• LEL - 10%</li> <li>• Benzene - 1 ppm</li> <li>• H<sub>2</sub>S - 1 ppm</li> <li>• NH<sub>3</sub> - 2 ppm</li> <li>• Request Fire Department response and discuss readings with Emergency Responders.</li> </ul> </li> <li>• If readings are anticipated to continue for greater than 1 hour               <ul style="list-style-type: none"> <li>• Contact local air monitoring contractor or spill contractor with air monitoring capabilities.</li> <li>• Establish an air monitoring program in accordance with this checklist and review with Safety Specialist</li> <li>• Work with Emergency Agencies to establish action levels for readings</li> </ul> </li> <li>• If readings are anticipated to continue greater than 1 day               <ul style="list-style-type: none"> <li>• Contact local and national air monitoring contractor – (Note: national air monitoring contractor has a 6 hour response time).</li> <li>• Use local air monitoring contractor until national air monitoring contractor arrives.</li> <li>• Establish an air monitoring program in accordance with this checklist.</li> <li>• Provide data to Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>• Continue air monitoring program until no sustained readings are detected outside the perimeter.</li> </ul>	
<b>Pipeline Corridor &amp; Right-of-Way Air Monitoring</b>	
<b>Initial Monitoring of Release Site</b> <ul style="list-style-type: none"> <li>• WARNING: Do not enter hot zone without proper PPE. Use the air monitor and this checklist to establish the hot (hazardous) and cold (safe) zones.</li> <li>• Do not enter IDLH atmospheres.</li> <li>• Head towards the release site from upwind. Identify alternate routes of escape and any potential ignition sources such as motor vehicles.</li> <li>• Continually monitor as nearing release site from upwind</li> <li>• Establish zones and working parameters. Action levels for specific substances are:               <ul style="list-style-type: none"> <li>• Benzene - 1ppm</li> <li>• H<sub>2</sub>S - 10ppm</li> <li>• NH<sub>3</sub> - 25ppm</li> <li>• VOC - 25ppm</li> <li>• LEL - 10%</li> </ul> </li> <li>• Once the zones are properly identified, evacuate persons within hot zone that are without proper PPE.</li> <li>• If sustained readings are obtained at the edge of right-of-way               <ul style="list-style-type: none"> <li>• Conduct air monitoring downwind until sustained non-detect readings are obtained.</li> </ul> </li> <li>• If readings are detected at nearby roadways               <ul style="list-style-type: none"> <li>• LEL - 10% or greater</li> <li>• H<sub>2</sub>S - 5ppm</li> <li>• NH<sub>3</sub> - 12 ppm</li> <li>• Request Fire Department response and discuss readings with Emergency Responders who will decide if they need to close roads.</li> <li>• NOTE: Different monitoring parameters are appropriate at roadways given the momentary presence of passing vehicles.</li> </ul> </li> <li>• If readings are detected in nearby communities               <ul style="list-style-type: none"> <li>• LEL - 10%</li> <li>• Benzene - 1ppm</li> <li>• H<sub>2</sub>S - 1ppm</li> <li>• NH<sub>3</sub> - 2ppm</li> <li>• Request Fire Department/Health Department response and discuss readings with Emergency responders who will decide on best response technique.</li> </ul> </li> </ul>	

## 2.13 AIR MONITORING CHECKLIST, CONTINUED

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Pipeline Corridor &amp; Right-of-Way Air Monitoring, Continued</b>	
<ul style="list-style-type: none"> <li>● Recheck zones within the first hour to determine if levels require redefining zones and need for air monitoring program.</li> <li>● If readings are anticipated to continue for greater than 1 hour. <ul style="list-style-type: none"> <li>● Contact local air monitoring contractor or spill contractor with air monitoring capabilities.</li> <li>● Establish an air monitoring program and review with Safety Specialist.</li> <li>● Work with Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>● If readings are anticipated to continue greater than 1 day <ul style="list-style-type: none"> <li>● Contact local and national air monitoring contractor – (Note: national air monitoring contractor has a 6 hour response time).</li> <li>● Use local air monitoring contractor until national air monitoring contractor arrives.</li> <li>● Establish an air monitoring program.</li> <li>● Provide data to Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>● Continue air monitoring program until no sustained readings are detected outside the right of way.</li> </ul>	
<b>Tank Fires</b>	
<b>Tank Fires</b> <ul style="list-style-type: none"> <li>● Immediately establish air monitoring program.</li> <li>● Immediately contact local and national air monitoring contractors.</li> <li>● Establish community and worker safety air monitoring programs.</li> </ul>	
<b>Air Monitoring and National Contractors</b>	
<b>Air Monitoring Program</b> <ul style="list-style-type: none"> <li>● Use local personnel unless additional resources are required.</li> <li>● Use tested monitors.</li> <li>● Test storm sewers and sanitary sewers (either within the facility or along the right-of-way) that may be affected, upwind, downwind, uphill and downhill of release site. <ul style="list-style-type: none"> <li>● Use marking paint on sewer covers, track manhole covers and readings on map.</li> </ul> </li> <li>● Identify ignition sources and monitor.</li> <li>● Have contractor assume monitoring function upon arrival.</li> <li>● Documentation provided to Safety Officer or Incident Commander: <ul style="list-style-type: none"> <li>● Name of personnel conducting monitoring,</li> <li>● Description or name of air monitoring instrument,</li> <li>● Location of all readings,</li> <li>● Time stamp of all readings, and</li> <li>● All readings shown or indicated (regardless of value) on air monitor.</li> </ul> </li> <li>● Incident Commander shall provide air monitoring data to Emergency Agencies in order to establish action levels for readings.</li> </ul>	
<b>National Contractor Capabilities</b> <ul style="list-style-type: none"> <li>● Community air monitoring</li> <li>● Worker safety air monitoring</li> <li>● 6-hour response time</li> <li>● Initial team of 6-7 responders</li> <li>● Remote weather station</li> <li>● Wireless air monitoring</li> <li>● GPS linked air readings</li> <li>● Real time plume modeling</li> </ul>	

## **SECTION 3**

### **NOTIFICATIONS / TELEPHONE NUMBERS**

Last revised: March 22, 2013

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#### **3.1 Emergency Information and Notification Procedures**

**Figure 3.1-1 - Emergency Notification Flow Chart**

**Figure 3.1-2 - Release / Spill Report Form**

**Figure 3.1-3 - Notifications and Telephone Numbers**

### 3.1 EMERGENCY INFORMATION AND NOTIFICATION PROCEDURES

The notification sequence for a spill is as follows:

- Facility personnel will identify and control the source of a spill, if safe to do so, then will notify the Qualified Individual and Operations Control Center.
- The Qualified Individual will assume or assign the role of Incident Commander, and will conduct notifications as illustrated in the Notification Flow Chart (**FIGURE 3.1-1**).

The priority of actions and response procedures will depend upon actual circumstances and will be determined by the Incident Commander.

This section also contains the following:

- **FIGURE 3.1-2** provides a Release/Spill Report Form. This form is utilized for initial and follow-up notifications. Follow-up notifications are the responsibility of the Liaison Officer.
- **FIGURE 3.1-3** provides a notification summary and documentation form to assist in documenting notifications.

Paper copies of this plan are located in the facility office and are accessible to facility employees and online versions of the plans are available to all employees with computer access.



FIGURE 3.1-1 - EMERGENCY NOTIFICATION FLOW CHART

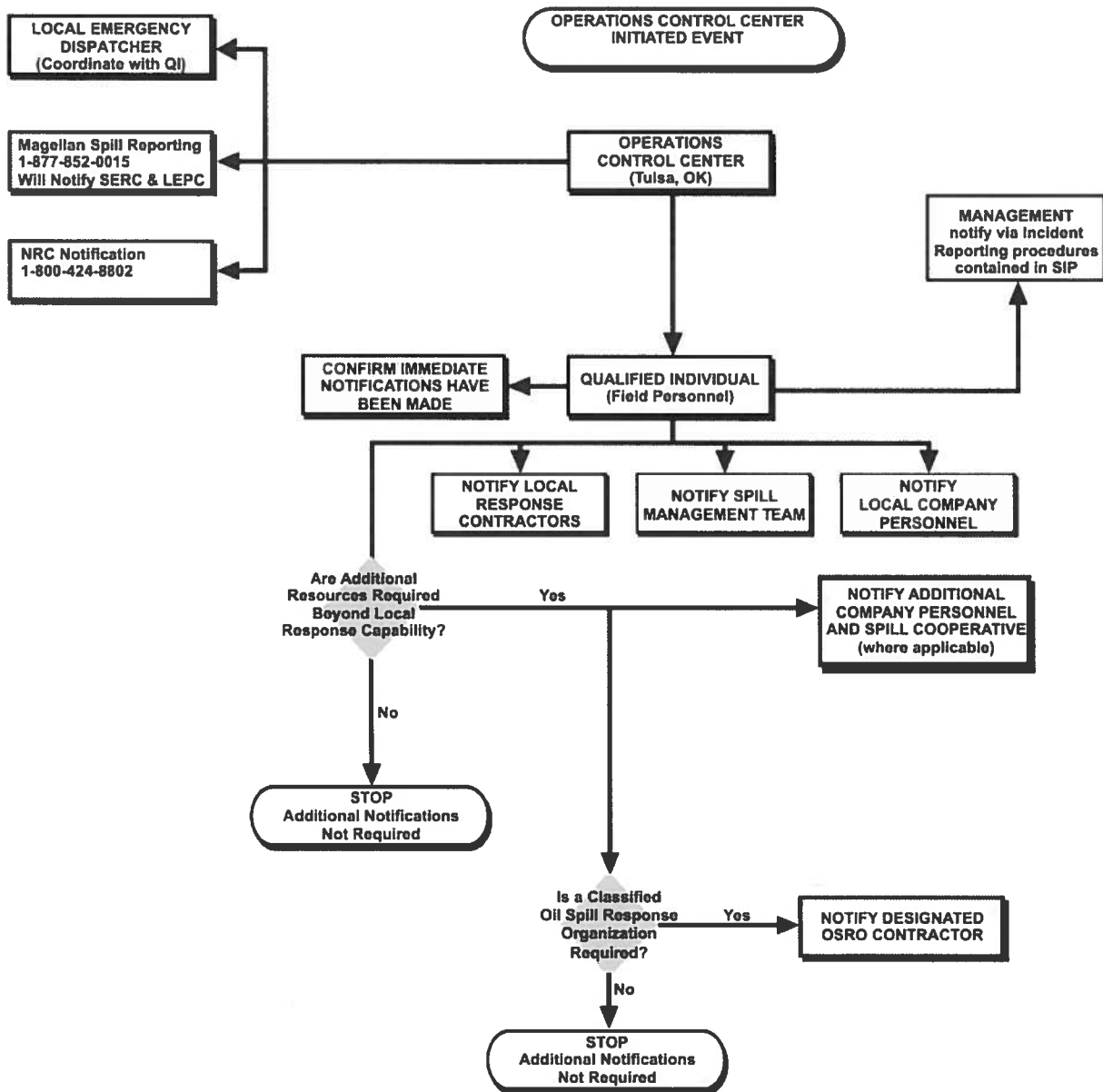


FIGURE 3.1-1 - EMERGENCY NOTIFICATION FLOW CHART, CONTINUED

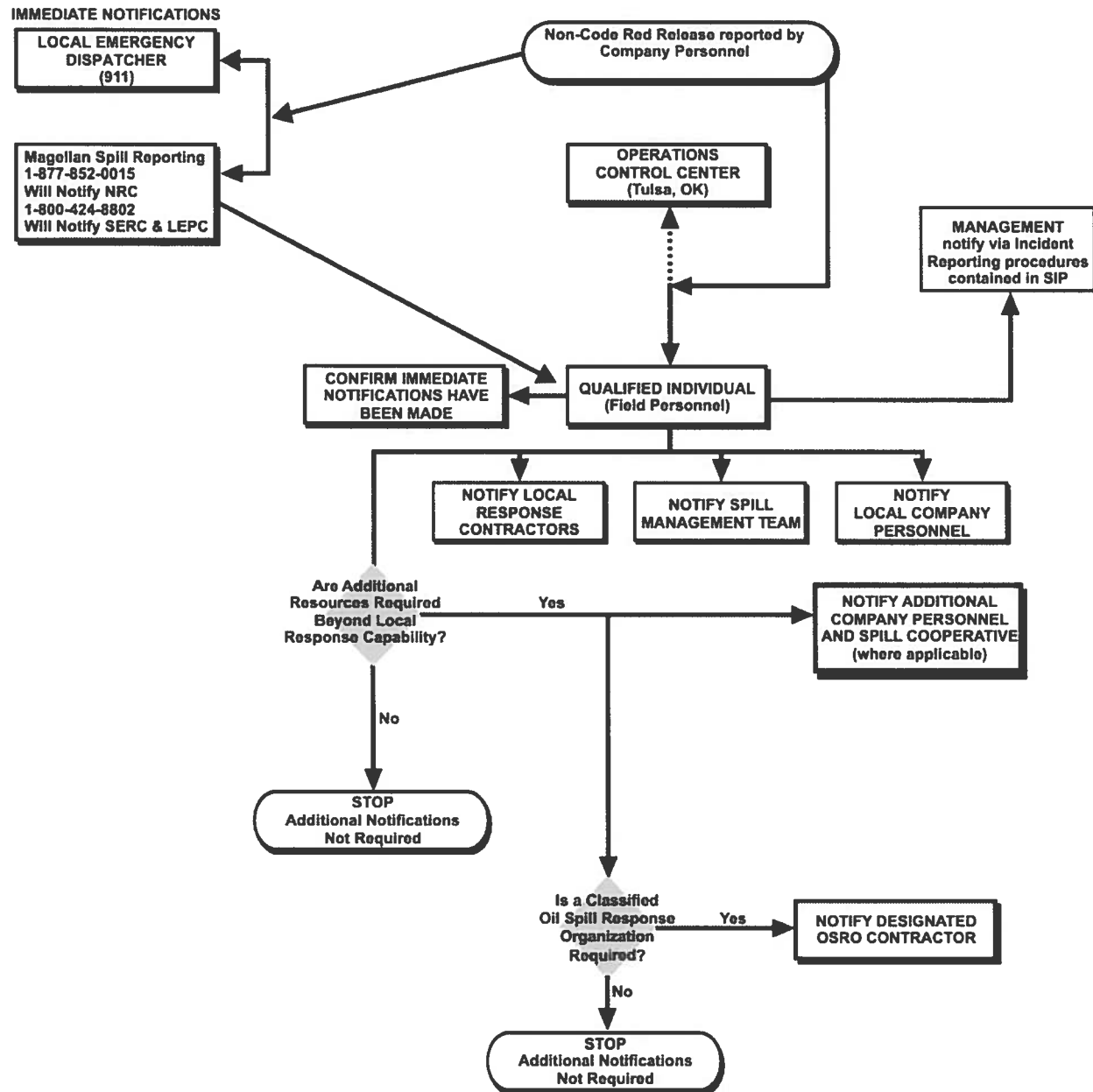



FIGURE 3.1-2 - RELEASE / SPILL REPORT FORM

**Call Magellan Spill Reporting at 1-877-852-0015 to report all releases (suspected or confirmed)**

Is this a drill:  Type of Drill:  

Reporter's Name:  Report Time:   
 Reporter's Company:  Job Title:   
 Company address:   
 Phone Number:

Date Release Occurred:  
 Month  Day  Year  State

Material:  Estimated Released  0 (gallons)  
 CHRIS Code  Estimated Discharge to Water  0 (gallons)  
 Estimated Free Liquids Recovered  0 (gallons)  
 \*Released to:  Estimated Amount Recovered Soil  0 (gallons)  
 Estimated Total Amount Recovered  0 (gallons)  
 Define Other:  Estimated Amount Not Recovered  0 (gallons)

Note: "For a release to be contained inside of a "dike" it must be a permanent dike designed specifically to contain releases.

Was maintenance being performed at the time of the incident?  Intentional Blowdown?

Release Reportable?  Waterway Affected?  Waterway Name:

**AGENCY NOTIFICATIONS**

It is not necessary to wait for all information before calling NRC. National Response Center—1-800-424-8802 or direct telephone: 202-267-2675.

Report	Date	Number	Time	Name	Title	City	State
NRC <input type="checkbox"/>							
SERC <input type="checkbox"/>							
Was a written report requested?				Time Frame	<input type="text"/>	Days	
TNRCC <input type="checkbox"/>							
If a written report is requested, do not provide it. Contact Environmental Specialist.							
LEPC <input type="checkbox"/>							
Other <input type="checkbox"/>							

Facility Name Release Occurred:  Facility Type:   
 Facility Capacity:  Tank Capacity:

Did release occur on loading rack or non-breakout tank/piping?  If yes, Ignore Pipeline Information AND/OR

Pipeline Name Release Occurred:

Pipeline Interstate Asset?

**Incident Description:** (Include details of container type, and facility and container volumes in gallons, and the distance and direction from the nearest city in miles and degrees)

**Response Actions:**

**Impact:** (Include description of the medium affected and any relevant additional information; and in addition, provide the details of any evacuations, including the number of persons evacuated)

FIGURE 3.1-2 - RELEASE / SPILL REPORT FORM - CONTINUED

Call Magellan Spill Reporting at 1-877-852-0015 to report all releases (suspected or confirmed)					
Release Discovered by:		Discover Time:			
Release Verified:		Verification Time:		Release Stop Time:	
BU:		District:		Area:	
Area Supervisor:		Asset Integrity Contact: (COM/Maint Supervisor)			
Address of Release:		City:			
Distance from Nearest City:		County:		Zip Code:	
Caller's E-mail Address:		Provide spelling of e-mail address.			
Suspected Responsible Party (if other than Magellan)					
Address					
Pipeline Address:					
Section	Township	Range	Milepost	Tract #	
Latitude		Longitude			
Engineering Stationing Number:					
Origin of Release:					
Cause (pre-investigation) Check all that apply:					
<input type="checkbox"/> Third Party Damage	<input type="checkbox"/> Human Error - Contractor		<input type="checkbox"/> Equipment Failure		
<input type="checkbox"/> Internal Corrosion	<input type="checkbox"/> Human Error - Company Personnel		<input type="checkbox"/> Unknown		
<input type="checkbox"/> External Corrosion	<input type="checkbox"/> Human Error - Driver		<input type="checkbox"/> Other		
<input type="checkbox"/> Natural Forces	<input type="checkbox"/> Pipe or Weld Failure - Other than Corrosion				
Temp	Relative Humidity	Precipitation:			
Cloud Cover	Wind Speed	Wind Direction:			
Injury	Fire	Fatality	Explosion	Unconsciousness	
Injury Requiring Hospitalization?		Significant News Coverage:			
Incident Classification:		Loss/Damage Estimate:			
Loss and damage estimate should include all costs associated with clean-up (maintenance, cleanup, product loss).					
Environmental Contact for release:					
Safety Contact for this release:					
Form completed by:		Completion Date:			
Latest revision date for form		04/03/11		Magellan Midstream Partners, L.P. One Williams Center, P.O. Box 3102 Tulsa, OK 74172	
Replaces previous revision date		06/16/08			

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

FACILITY RESPONSE TEAM		
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)
Jon Jacobs Supv Area Qualified Individual	913/310-7721 (Office) 816/781-1040 (Home) 913/626-8973 *(Mobile)	0.50
Henry Henderson Operator USW	785/989-3448 (Office) 816/364-2426 (Home) 816/387-1182 *(Mobile)	0.50
Owen Worstell Operator USW	785/989-3448 (Office) 816/809-7316 *(Mobile)	0.75
Thomas Smith Technician II	785/989-3448 (Office) 816/244-5980 (Home) 816/244-1146 *(Mobile)	0.30
Kenny Allen Technician II	816/244-7412 (Office) 816/729-9010 (Home) 816/244-7412 *(Mobile)	1.0
Harry Wilhoit Technician Sr Qualified Individual	816/675-2210 (Office) 816/225-8274 *(Mobile) (800) 443-7243 ID# 002595 (Pager)	

Refer to APPENDIX A, FIGURE A.2-3 for personnel training records. Refer to FIGURE 1-1 for last date revised.

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

EMERGENCY RESPONSE PERSONNEL						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE <sup>1</sup>		
				1	2	3
Kevan Heil Supv Area Qualified Individual	913/647-8407 (Office) 816/229-7406 (Home) 816/769-1133 *(Mobile)	0.67	Spill Management Team	x	x	x
John Riley Supv Area Qualified Individual	515/276-0627 (Office) 515/229-0555 (Home) 515/229-0555 *(Mobile)	5	Spill Management Team	x	x	x
Rick Bondy Supv Environmental	918/574-7363 (Office) 918/494-6094 (Home) 918/629-8207 *(Mobile)	12	SMT Coordinator	x	x	x
Paul Shive Supv Area Qualified Individual	319/354-0253 (Office) 319/626-3239 (Home) 319/321-4390 *(Mobile)	4	Spill Management Team	x	x	x
Steven Steward Supv Area Qualified Individual	515/261-6604 (Office) 515/265-4860 (Home) 515/306-0276 *(Mobile)		Spill Management Team	x	x	x
Timothy Powers Supv Area Qualified Individual	573/443-1619 (Office) 573/447-1182 (Home) 573/881-1922 *(Mobile)		Spill Management Team	x	x	x
Jeffrey Myers Mgr Operations I Qualified Individual	913/310-7730 (Office) 913/856-7532 (Home) 816/807-2477 *(Mobile)		Spill Management Team	x	x	x
Jon Jacobs Supv Area Qualified Individual	913/310-7721 (Office) 816/781-1040 (Home) 913/626-8973 *(Mobile)	0.50	Spill Management Team	x	x	x
Bradley Sandy Supv Asset Integrity II Qualified Individual	515/261-6610 (Office) 515/229-0554 (Home) 515/229-0554 *(Mobile)		Spill Management Team	x	x	x
Greg Tarr Supv Asset Integrity II Qualified Individual	913/647-8422 (Office) 816/223-6196 (Home) 816/223-6196 *(Mobile)		Spill Management Team	x	x	x
EMERGENCY RESPONSE TRAINING TYPE						
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A for training dates.

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

EMERGENCY RESPONSE PERSONNEL						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE <sup>1</sup>		
				1	2	3
Greg Peck Safety Specialist	918/574-7719 (Office) 913/972-1123 *(Mobile)		Spill Management Team	x	x	x
Brian Sieben Environmental Specialist Sr	913/310-7731 (Office) 913/947-7206 (Home) 913/940-1597 *(Mobile)		Spill Management Team	x	x	
Bruce Heine Dir Government & Media Affairs	918/574-7010 (Office) 918/298-4866 (Home) 918/645-8989 *(Mobile)	12	Spill management team - media relations	x	x	
Rodger Teasdale Supv Area Qualified Individual	515/261-6603 (Office) 515/962-9069 (Home) 515/422-3261 *(Mobile)		Spill Management Team	x	x	x
EMERGENCY RESPONSE TRAINING TYPE						
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A for training dates.

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

EMERGENCY RESPONSE CONTRACTORS						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE <sup>1</sup>		
				1	2	3
Bay West	(800) 279-0456*	0	Containment and Recovery Operations	x		
Haz-Mat Response, Inc.	(800) 229-5252*	2	Containment and Recovery Operations	x	x	
Acme Products Co.	(918) 836-7184*	3.5	Emergency Response, spill cleanup	x		
EMERGENCY RESPONSE TRAINING TYPE						
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A for training dates.



**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Initial</b>		
3E (MSDS only)	1-800-451-8346	
Magellan Spill Reporting	(877) 852-0015*	
National Response Center (NRC)	(800) 424-8802* (202) 267-2675*	
<b>Recommended</b>		
<b>Federal Agencies</b>		
American Red Cross - Disaster Operations Center (Optional notification for assistance with relocation, disaster relief, etc)	(202) 303-5555*	
U.S. Environmental Protection Agency, Region VII	(913) 281-0991* (Spill Line)	
<b>State Agencies</b>		
Kansas Department of Health and Environment	(785) 296-1679* 316-337-6020	
Kansas Division of Emergency Management (SERC)	(785) 274-1911 (785) 296-3176* (Pager of Staff on Duty)	
Kansas State Fire Marshall	(785) 296-3401	
<b>Local Agencies</b>		
Doniphan Co. LEPC	(785) 985-2229	
<b>Police Departments</b>		
Doniphan Co. Sheriff Department	(785) 985-3711* 911 913-985-3543	
<b>Emergency Medical Services</b>		
Atchison Community Hospital	(913) 367-2131	
Heartland Regional Medical Center	(816) 271-6000*	
<b>Service Providers</b>		
Kansas City Maintenance Crew Kansas City, KS	(913) 647-8422	
<b>USCG Classified OSRO's</b>		
Acme Products Co. Tulsa, OK	(918) 836-7184*	
Bay West St. Paul, MN	(800) 279-0456*	

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>USCG Classified OSRO's</b>		
Haz-Mat Response, Inc. Olathe, KS	(800) 229-5252*	
<b>Newspaper</b>		
Atchison Daily Globe	(913) 367-0583	
Kansas Chief	(785) 985-2456	
St. Joseph News Press	(816) 271-8500	
Wathena Times	(785) 989-4415	
<b>Radio Stations</b>		
CJKC	(913) 596-1172	
KAIR	(913) 367-1470	
<b>Television Stations</b>		
KCPT	(816) 756-3580	
KCTV (Channel 5)	(913) 677-5555	
KCWE	(816) 221-2900	
KQTV (Channel 2)	(816) 364-2222	
KTAJ	(816) 364-1616	
<b>Weather</b>		
National Weather Service (Topeka, KS)	(785) 234-2592	
<b>Air monitoring</b>		
Center for Toxicology & Environmental Health	1-866-869-2834* (501) 801-8500	
<b>Aviation Companies</b>		
Express Flight (St. Joseph, MO)	(816) 233-3444	

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>Aviation Companies</b>		
Kansas City Aviation (Olathe, KS)	(913) 782-0530	
<b>Diving Companies</b>		
Central States Underwater Kansas City, KS	(913) 262-2155 (Office)	
<b>Excavation Contractors</b>		
Barber Sewer and Ditching Brian Barber (Gladstone, MO)	(816) 436-0080* (Office) (816) 223-9007 (Mobile) (816) 792-5350* (E.R.)	
Exco Excavating (Mt. Vernon, IA) Cliff Haughland	(319) 895-8823 (319) 350-1838 (Mobile) (319) 298-8510 (Pager)	
Koechner Construction (Cameron, MO)	(816) 632-3881	
Marlatt Construction (Atchison, KS)	(913) 367-3342*	
Roe Excavating (Cameron, MO)	(816) 632-4000 (Office) (816) 632-8159 (Mobile)	
<b>Transport Companies</b>		
Davies Oil (Troy, KS)	(816) 279-0887 (785) 985-3553 816-262-1631	
Liquid Transport (Greenfield, IN)	(317) 894-2900	
Midland Transport (Jefferson City, MO)	(573) 635-2008 (800) 366-1131	
Robertson-Williams (Kansas City, MO)	(816) 923-0700 (800) 234-8757	
Warrenton Oil Company (Warrenton, MO)	(636) 456-3346 (Office)	
Willcoxson Transport (Kahoka, MO)	(660) 727-2278	
Wynne Transport (Omaha, NE)	(402) 342-4001 (800) 383-9330*	
<b>Vacuum Truck Services</b>		
Ace Pipe Cleaning (Kansas City, MO)	(816) 241-2891 (Office)	

**FIGURE 3.1-3 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

(Phone numbers have been verified and are updated as needed)

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>Vacuum Truck Services</b>		
Consolidated Vac. Service (Ottawa, KS)	(785) 242-4044	
Veolia ES Special Services, Inc. 2250 N. Church Road Liberty, MO 64068	800-894-2876 816-781-3000	
<b>Water Intakes</b>		
Atchison Water Filter Plant Atchison Co. Sheriff	(913) 367-0216 (913) 367-4323* (Dispatch)	
Kansas City Power & Light (River Mile 414)	(816) 386-5225*	
Little Bean Marsh Natural History Area (River Mile 416)	(816) 858-2424 (816) 858-3521* (Dispatch)	

## **SECTION 4**

# **RESPONSE TEAM ORGANIZATION**

Last revised: January 2005

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### **4.1 Description**

### **4.2 Activation Procedures**

### **4.3 Team Member Response Times**

### **4.4 Incident Command System / Unified Command**

### **4.5 Qualified Individual (QI)**

**Figure 4.5-1 - Spill Management Team (SMT) Activation Procedure**

**Figure 4.5-2 - Spill Management Team (SMT) Organization Chart**

### **4.6 Spill Management Team (SMT) Job Descriptions and Guidelines**

## 4.1 DESCRIPTION

The Spill Management Team (SMT) has been created and organized to plan for and manage oil spills. (The SMT may also respond to other emergencies.) The SMT is composed of Company personnel from offices within the Area. Additional personnel from outlying offices can be used (if needed). The SMT will develop strategies and priorities for a response, then will supervise contractors, handle safety and security matters, and will provide logistical support for contractor personnel. The SMT will handle all communications with the media and the public. Job descriptions for each SMT member are provided in **SECTION 4.6**. The SMT will train by participating in exercises as noted in **APPENDIX A**.

## 4.2 ACTIVATION PROCEDURES

Activation of the SMT may be accomplished in stages. Initially, the First Responder assumes the role of Incident Commander (IC). During a spill incident, the initial IC may be able to respond without assistance from the SMT. If the situation requires more resources, he may request additional personnel or management support from the SMT. This request is made to the Qualified Individual (QI). Depending on the situation, the QI may then assume the role of Incident Commander. The QI would then call out the other SMT members. The SMT activation procedure is provided in **FIGURE 4.5-1**.

## 4.3 TEAM MEMBER RESPONSE TIMES

See **FIGURE 3.1-3** for each team member's response time EPA Terminals only.

## 4.4 INCIDENT COMMAND SYSTEM / UNIFIED COMMAND

The Incident Command System (ICS) will be used by the Company SMT for spill response. The SMT organization chart is provided in **FIGURE 4.5-2**. The organization can be expanded or contracted as necessary.

Because a spill may cross geographic boundaries, involve multiple government levels or involve different statutory responsibilities, several entities may be affected. The Unified Command System (UCS) is the accepted method of organizing key spill management entities within the Incident Command System. The primary entities may include:

- Federal On-Scene Coordinator (FOSC)
- State On-Scene Coordinator (SOSC)
- Magellan Incident Commander
- Local Emergency Response Agency

In order to be a member of a Unified Command, the entity or agency should:

- Have jurisdictional authority or functional responsibility under a law or contingency plan,
- Be specifically charged with commanding or coordinating a major portion of the response,
- Have the resources to participate in the response, and
- Be impacted by the event.

#### 4.4 INCIDENT COMMAND SYSTEM / UNIFIED COMMAND, CONTINUED

The Unified Command shares decision-making authority within the Incident Command System. Other responders, such as state, local or private contractors, are integrated into the system as appropriate for their function. OSROs and other spill contractors are generally managed by the Operation Section Chief. Police, Fire, and other Emergency Agencies may be managed by a Deputy Operations Section Chief who is a member of their department. In some cases the Emergency Agencies may be managed by an Operations Section Chief who is a member of their department, with a Magellan employee as a deputy who is managing the spill response.

Other agencies may be represented by the Liaison and not otherwise represented in the Unified Command Structure.

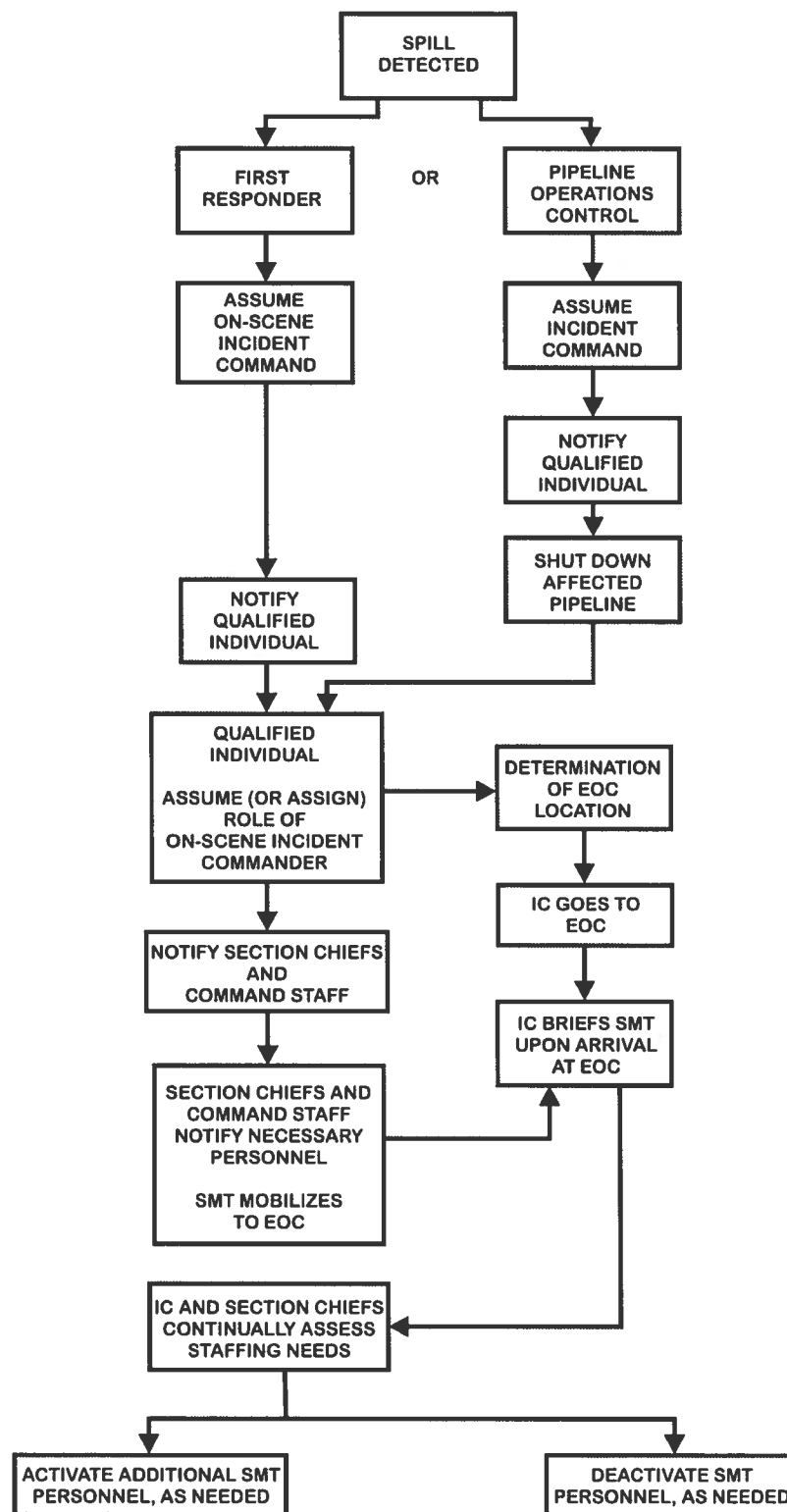
#### 4.5 QUALIFIED INDIVIDUAL (QI)

The Qualified Individual (QI) is an English-speaking representative, residing in the United States, available on a 24-hour basis, and trained in the responsibilities outlined in this section. The QI has the following responsibilities and authorities as required by the Oil Pollution Act of 1990 (OPA 90):

- Activate internal alarm and hazard communication systems to notify all appropriate personnel
- Notify all response personnel and contractors (as needed)
- Identify the character, exact source, amount, and extent of the release and other necessary items needed for notifications
- Notify and provide information to appropriate federal, state and local authorities
- Assess the interaction of the spilled substance with water and/or other substances stored at the facility and notify on-scene response personnel of assessment
- Assess possible hazards to human health and the environment
- Assess and implement prompt removal actions
- Coordinate rescue and response actions
- Access company funds to initiate clean-up activities
- Direct cleanup activities until properly relieved of the responsibility or the incident is terminated

For further information on Qualified Individual's training, refer to **APPENDIX A**. Phone numbers for Qualified Individuals are provided in **FIGURE 1-3** and **FIGURE 3.1-3**.

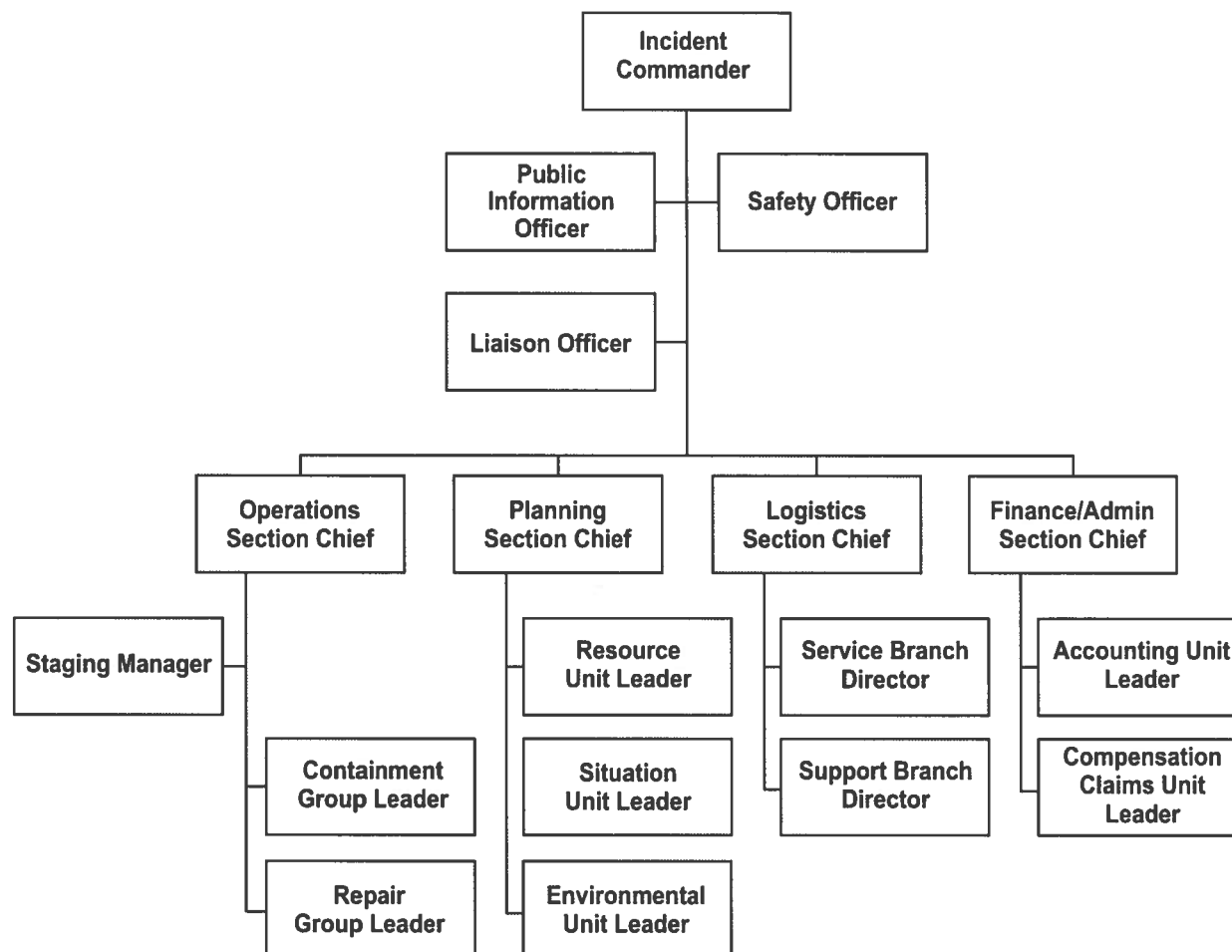
FIGURE 4.5-1 - SPILL MANAGEMENT TEAM (SMT) ACTIVATION PROCEDURE



EOC - Emergency Operations Center  
IC - Incident Commander  
QI - Qualified Individual  
SMT - Spill Management Team



FIGURE 4.5-2 - SPILL MANAGEMENT TEAM (SMT) ORGANIZATION CHART



#### **4.6 SPILL MANAGEMENT TEAM (SMT) JOB DESCRIPTIONS AND GUIDELINES**

The following job descriptions and guidelines are intended to be used as a tool to assist SMT members in their particular positions within the Incident Command System (ICS).

- Incident Commander
- Public Information Officer
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Staging Manager
- Repair Group Leader
- Containment Group Leader
- Planning Section Chief
- Environmental Unit Leader
- Situation Unit Leader
- Logistics Section Chief
- Communications Group Leader
- Security/Medical Group Leader
- Support Branch Director
- Finance/Admin Section Chief
- Accounting Unit Leader
- Compensation Claims Unit Leader
- Legal Group Leader

## INCIDENT COMMANDER

The Incident Commander (IC) manages all activities related to an emergency response and acts as Qualified Individual (QI). As such, the Incident Commander needs to be familiar with the contents of the Facility Response Plan (FRP), Oil Spill Response Plan (OSRP), Emergency Response Action Plan (ERAP), and the Spill Prevention Control and Countermeasure Plan (SPCC). The Incident Commander (IC) must also be familiar with the operation of the Incident Command System (ICS) and the Unified Command Structure (UCS).

The primary goal of this system is to establish and maintain control of the emergency response. If the emergency involves a multi-jurisdictional response (Federal and State), the Unified Command Structure (UCS) should be established. **Realize that the Federal On-Scene Coordinator (FOSC) does have the authority to override the Incident Commander and assume control of the response.** Every effort should be made to establish a collaborative relationship to manage the incident site with the appropriate responding agencies.

As soon as possible but not later than one (1) week following an incident, the Incident Commander shall conduct a critique of the response and follow-up of action items. Participants shall include Operations Control personnel, Company supervisors, and employees and outside agencies involved in the response. An Incident Debriefing Form is provided in **SECTION 8.3**.

### Responsibilities:

- ☐ Maintain Activity Log.
- ☐ Establish Incident Command/Unified Command Post.
- ☐ Activate necessary section(s) of the Incident Command System (ICS) to deal with the emergency. Fill out the appropriate section(s) of the Incident Command organization chart and post it at the Incident Command Center.
- ☐ Develop goals and objectives for response.
- ☐ Work with Safety Officer and Planning Section Chief to develop a Site Safety Plan (SSP).
- ☐ Approve, authorize, and distribute Incident Action Plan (IAP) and SSP.
- ☐ Conduct planning meetings and briefings with the section chiefs.
- ☐ As Qualified Individual coordinate actions with Federal On-Scene Coordinator (FOSC) and State On-Scene Coordinator (SOSC).
- ☐ In a multi-jurisdictional response, ensure that all agencies are represented in the ICS.
- ☐ Coordinate and approve media information releases with the FOSC, SOSC, and Public Information Officer (PIO).
- ☐ Keep management informed of developments and progress.
- ☐ Authorize demobilization of resources as they are no longer needed.
- ☐ Complete Standard Incident Debriefing Form (**FIGURE 8.3-1**).

## PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) provides critical contact between the media/public and the emergency responders. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, appropriate agencies and public. When the response is multi-jurisdictional (involves the federal and state agencies), the PIO must coordinate gathering and releasing information with these agencies.

The PIO needs to communicate that the Company is conducting an effective response to the emergency. The PIO is responsible for communicating the needs and concerns of the public to the Incident Commander (IC).

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from IC.
- ☐ Participate in all planning meetings and briefings.
- ☐ Obtain outside information that may be useful to incident planning.
- ☐ Develop goals and objectives regarding public information.
- ☐ Arrange for necessary workspace, materials, telephones and staffing for Public Information Center (PIC).
- ☐ Establish a PIC, ensuring all appropriate agencies participate.
- ☐ Provide a single point of media contact for the IC.
- ☐ Coordinate media access to the response site as approved by the IC.
- ☐ Obtain approval for release of information from the IC.
- ☐ Arrange for meetings between media and emergency responders.
- ☐ Maintain list of all media present.
- ☐ Participate in Post Incident Review (**SECTION 8.3**)

## LIAISON OFFICER

If a Unified Command Structure is not established a Liaison Officer is appointed as the point of contact for personnel assigned to the incident from assisting or cooperating agencies.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Incident Commander (IC).
- ☐ Participate in planning meetings and briefings.
- ☐ Identify and maintain communications link with agency representatives, assisting, and coordinating agencies.
- ☐ Identify current or potential inter-organizational issues and advise IC as appropriate.
- ☐ Coordinate with Legal Group Leader and Public Information Officer (PIO) regarding information and documents released to government agencies.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## SAFETY OFFICER

The Safety Officer is responsible for assessing and monitoring hazardous and unsafe situations at the emergency response site(s). The Safety Officer must develop measures that assure the safety of the public and response personnel. This involves maintaining an awareness of active and developing situations, ensuring the preparation and implementation of the Site Safety Plan (SSP) and assessing safety issues related to the Incident Action Plans (IAP). If response activities are judged by the safety officer to involve an imminent danger condition, the Safety Officer has the authority to alter, suspend or terminate those activities.

### Responsibilities:

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Incident Commander (IC).
- ☐ Develop, implement, and disseminate SSP with IC and section chiefs.
- ☐ Participate in planning meetings and briefings.
- ☐ Establish safety staff if necessary.
- ☐ Identify emergency contact numbers. Fill out emergency contact chart and post in the Incident Command Center.
- ☐ Conduct safety briefings with all emergency responders.
- ☐ Investigate accidents that have occurred during emergency response.
- ☐ Ensure proper hazard zones are established. (See Hazard Zones.)
- ☐ Ensure all emergency responders have appropriate level of training.
- ☐ Ensure proper Personal Protective Equipment (PPE) is available and used.
- ☐ Advise Security/Medical Group Leader concerning PPE requirements.
- ☐ Ensure emergency alarms/warning systems are in place as needed.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations applicable to the field response and site restoration activities. Operations directs field activities based on the Incident Action Plan (IAP) and Site Safety Plan (SSP). The duties of the Operations Section Chief also include coordination and management of Oil Spill Removal Organization's (OSROs) activities.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Incident Commander (IC).
- ☐ Participate in Incident Command planning meetings and briefings.
- ☐ Conduct planning meetings and briefings for Operations Section.
- ☐ Develop operations portion of IAP.
- ☐ Supervise the implementation of the IAP.
- ☐ Make or approve expedient changes to the IAP.
- ☐ Request resources needed to implement IAP.
- ☐ Approve list of resources to be released.
- ☐ Ensure safe tactical operations.
- ☐ Establish a staging area for personnel and equipment.
- ☐ Confirm first responder actions.
- ☐ Confirm the completion of rescue/evacuation and administering of first aid.
- ☐ Confirm site perimeters have been established.
- ☐ Coordinate activities of public safety responders, contractors and mutual assistance organizations.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## STAGING MANAGER

The Staging Manager is responsible for managing all activities within the staging area(s). The Staging Manager will collect, organize, and allocate resources to the various response locations as directed by Operations Section Chief.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Operations Section Chief.
- ☐ Participate in Operations' planning meetings and briefings.
- ☐ Advise Operations Section Chief of equipment location and operational status.
- ☐ Periodically advise Operations Section Chief on inventory status of consumable items (sorbent pads, sorbent boom, etc.).
- ☐ Coordinate with Logistics Section Chief regarding inbound equipment, personnel and supplies.
- ☐ Participate in development of Operations' portion of Incident Action Plan (IAP).
- ☐ Establish check-in function and inventory control as appropriate.
- ☐ Allocate personnel/equipment to site(s) as requested.
- ☐ Establish and maintain boundaries of staging area(s).
- ☐ Demobilize/relocate staging area as needed.
- ☐ Post signs for identification and traffic control.
- ☐ Participate in Post Incident Review (**SECTION 8.3**)



**REPAIR GROUP LEADER**

The Repair Group Leader is responsible for supervising the repair and restoration of pipeline facilities.

**Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Operations Section Chief.
- ☐ Periodically advise Operations Section Chief on status of restoration activities.
- ☐ Conduct frequent hazard assessments and coordinate safety needs with Operations Section Chief and Safety Officer.
- ☐ Participate in Operations' planning meetings and briefings.
- ☐ Participate in development of Operations' portion of Incident Action Plan (IAP).
- ☐ Conduct facility restoration activities in accordance with Company procedures, Site Safety Plan (SSP) and IAP.
- ☐ Determine and request additional materials, equipment and personnel as needed.
- ☐ Ensure all equipment is decontaminated prior to being released.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## CONTAINMENT GROUP LEADER

The Containment Group Leader is responsible for supervising the containment and recovery of spilled product and contaminated environmental media both on land and on water.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Operations Section Chief.
- ☐ Participate in Operations' planning meetings and briefings.
- ☐ Participate in development of Operations' portion of Incident Action Plan (IAP).
- ☐ Conduct activities in accordance with the IAP.
- ☐ Assess overall situation for containment and recovery needs and supervise group activities.
- ☐ Periodically advise the Operations Section Chief on the status of containment and recovery actions.
- ☐ Ensure hazard zones are established and maintained.
- ☐ Ensure adequate communication equipment for the containment group response.
- ☐ Determine and request additional resources as needed.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## PLANNING SECTION CHIEF

The Planning Section Chief is responsible for collecting, evaluating, and disseminating information related to the current and future events of the response effort. The Planning Section Chief must understand the current situation; predict the future course of events; predict future needs; develop response and cleanup strategies, and review the incident once complete.

The Planning Section Chief must coordinate activities with the Incident Commander (IC) and other Section Chiefs to ensure that current and future needs are appropriately handled.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from the IC.
- ☐ Establish and maintain communication with IC and other Section Chiefs.
- ☐ Advise IC on any significant changes of incident status.
- ☐ Conduct planning meetings and briefings for Planning section.
- ☐ Coordinate and provide input to the preparation of the Incident Action Plan (IAP).
- ☐ Participate in Incident Command planning meetings and briefings.
- ☐ In a multi-jurisdictional response, ensure that all agencies are represented in the Planning Section.
- ☐ Coordinate future needs for the emergency response.
- ☐ Determine response personnel needs.
- ☐ Determine personnel needs and request personnel for Planning section.
- ☐ Assign technical specialists (archaeologists, historians, biologists, etc.) where needed.
- ☐ Collect and analyze information on the situation.
- ☐ Assemble information on alternative response and cleanup strategies.
- ☐ Ensure situation status unit has a current organization chart of the Incident Command Organization.
- ☐ Provide periodic spill movement/migration prediction.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## ENVIRONMENTAL UNIT LEADER

The Environmental Unit Leader is responsible for ensuring that all areas impacted by the release are identified and cleaned up following company and regulatory standards. The Environmental Unit Leader supports Planning and Operations to minimize and document the environmental impact of the release. The Environmental Unit Leader must plan for future site considerations such as long-term remediation and alternative response strategies in unusually sensitive areas. In a Unified Command Structure (UCS), representatives from the federal and state responding agencies will be included in this unit.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from the Planning Section Chief.
- ☐ Participate in Planning section meetings and briefings.
- ☐ Participate in development of Planning's portion of Incident Action Plan (IAP).
- ☐ Coordinate environmental activities with responding regulatory agencies.
- ☐ Periodically advise the Planning Section Chief on status of group activities.
- ☐ Request additional personnel/specialists to support response effort.
- ☐ Determine environmental unit resource needs.
- ☐ Identify and develop a prioritized list of natural, cultural and economic (NCE) resources at risk.
- ☐ Initiate and coordinate Natural Resources Damage Assessment (NRDA) activities.
- ☐ Develop a management plan for recovered contaminated media and ensure coordination with Containment Group Leader.
- ☐ Ensure proper management of injured/oiled wildlife.
- ☐ Determine alternative cleanup strategies for response.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## SITUATION UNIT LEADER

The Situation Unit Leader is responsible for the collection, evaluation, display, and dissemination of all information related to the emergency response effort. The Situation Unit Leader must establish and maintain communications with all portions of the Incident Command and the response site in order to collect the information. The Situation Unit Leader also attempts to predict spill movement/migration and identifies areas that may be impacted by the emergency.

### Responsibilities:

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from the Planning Section Chief.
- ☐ Participate in Planning section meetings and briefings.
- ☐ Participate in development of Planning's portion of Incident Action Plan (IAP).
- ☐ Maintain a master list of response resources ordered, in staging and in use.
- ☐ Collect and display current status of requested response resources.
- ☐ Collect and display current status of resources, current spill location, personnel and weather.
- ☐ Analyze current information to determine spill trajectory and potential impacts.
- ☐ Disseminate information concerning the situation status upon request from the emergency responders.
- ☐ Provide photographic services and maps.
- ☐ Establish periodic reconnaissance of impacted area to support information needs.
- ☐ Collect information on the status of the implementation of Incident Action Plans. Display this information in the Incident Command Center.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

**LOGISTICS SECTION CHIEF**

The Logistics Section Chief is responsible for procuring facilities, services and material in support of the emergency response effort.

**Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from the Incident Commander (IC).
- ☐ Participate in Incident Command planning meetings and briefings.
- ☐ Conduct planning meetings and briefings for Logistics section.
- ☐ Participate in the preparation of the Incident Action Plan (IAP).
- ☐ Identify service and support requirements for planned operations.
- ☐ Identify sources of supply for identified and potential needs.
- ☐ Advise IC on current service and support requirements.
- ☐ Procure needed materials, equipment and services from sources by means consistent with the timing requirements of the IAP and Operations.
- ☐ Ensure all purchases are documented.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## COMMUNICATIONS GROUP LEADER

The Communications Group Leader is responsible for ensuring that the Incident Command and emergency responders have reliable and effective means of communication. This may involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Logistics Section Chief.
- ☐ Periodically advise Logistics Section Chief on status of communications group.
- ☐ Participate in Logistics section planning meetings and briefings.
- ☐ Participate in development of Logistics' portion of Incident Action Plan (IAP).
- ☐ Establish an Incident Command communications center.
- ☐ Ensure Incident Commander (IC) has communications compatible with other response agencies.
- ☐ Identify all communications circuits/equipment used by emergency responders and keep a chart updated with this information.
- ☐ Determine the type and amount of communications required to support the response effort (computer, radio, telephone, fax, etc.).
- ☐ Ensure timely establishment of adequate communications equipment and systems.
- ☐ Advise Logistics Section Chief on communications capabilities/limitations.
- ☐ Establish an equipment inventory control system for communications gear.
- ☐ Ensure all equipment is tested and repaired.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## SECURITY/MEDICAL GROUP LEADER

The Security/Medical Group Leader is responsible for developing a plan to deal with medical emergencies, obtaining medical aid and transportation for emergency response personnel, and preparation of reports and records.

The Security/Medical Group Leader is responsible for providing safeguards needed to protect personnel and property from loss or damage. The Security/Medical Group Leader also controls access to the emergency site and Incident Command Center.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Logistics Section Chief.
- ☐ Periodically advise Logistics Section Chief on the status of security and medical problems.
- ☐ Participate in Logistics meetings and briefings.
- ☐ Participate in development of Logistics' portion of Incident Action Plan (IAP).
- ☐ Determine and develop security/medical support plan needs.
- ☐ Request medical or security personnel, as needed.
- ☐ Work with Safety Officer to identify/coordinate local emergency medical services.
- ☐ Coordinate with Safety Officer and Operations Section Chief to establish the Site Safety Plan (SSP) with site boundaries, hazard zones, escape routes, staging areas, command Center and Personal Protective Equipment (PPE) requirements.
- ☐ Coordinate/develop an identification system in order to control access to the incident site.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).



## SUPPORT BRANCH DIRECTOR

The Support Branch Director is responsible for procurement and the disposition of personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. The Support Branch Director supports the following: transportation of personnel; supplies, food, equipment; and fueling, service, maintenance and repair of vehicles and equipment.

### Responsibilities:

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Logistics Section Chief.
- ☐ Periodically advise Logistics Section Chief on status of support branch.
- ☐ Participate in Logistics meetings and briefings.
- ☐ Participate in development of Logistics' portion of Incident Action Plan (IAP).
- ☐ Communicate with Staging Manager concerning material, equipment and personnel that are inbound and the approximate time of arrival.
- ☐ Coordinate with other Section Chiefs to ascertain the priority of needed materials, equipment and services.
- ☐ Coordinate with Finance/Admin Section Chief to establish accounts, purchase orders, AFEs and procedures as necessary.
- ☐ Establish an inventory control system for materials and equipment.
- ☐ Maintain roads, when necessary.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

**FINANCE/ADMIN SECTION CHIEF**

The Finance/Admin Section Chief is responsible for accounting, legal, right-of-way and risk management functions that support the emergency response effort. In this role, the primary responsibility is supporting the Command Staff and Logistics Section matters pertaining to expenses during and following the emergency response.

**Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Incident Commander (IC).
- ☐ Participate in Incident Command planning meetings and briefings.
- ☐ Conduct planning meetings and briefings for Finance/Admin section.
- ☐ Participate in preparation of the Incident Action Plan (IAP).
- ☐ Participate in planning meetings.
- ☐ Participate in Unified Command System (UCS) as incident warrants.
- ☐ Request assistance of corporate accounting, legal, right-of-way or risk management as needed.
- ☐ Assist with contracting administration.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

**ACCOUNTING UNIT LEADER**

The Accounting Unit Leader is responsible for accumulating and dispensing funding during an emergency response. All charges directly attributed to the incident should be accounted for in the proper charge areas.

**Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Finance/Admin Section Chief.
- ☐ Periodically advise Finance/Admin Section Chief.
- ☐ Participate in Finance/Admin planning meetings and briefings.
- ☐ Participate in development of Finance/Admin's portion of Incident Action Plan (IAP).
- ☐ Make recommendations for cost savings to Finance/Admin and Logistics Section Chiefs.
- ☐ Establish accounts as necessary to support the Logistics section.
- ☐ Ensure all invoices are documented, verified and paid accordingly.
- ☐ Involve corporate accounting unit for assistance as necessary.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## COMPENSATION CLAIMS UNIT LEADER

The Compensation Claims Unit Leader is responsible for managing all risk management and right-of-way issues at, during and following an emergency response. It is important that all compensation claims are investigated and handled expediently.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Finance/Admin Section Chief.
- ☐ Participate in Finance/Admin planning meetings and briefings.
- ☐ Participate in development of Finance/Admin's portion of Incident Action Plan (IAP).
- ☐ Periodically inform affected parties of status of emergency response.
- ☐ Review and authorize payment of all compensation claims.
- ☐ Provide needs of evacuated persons or groups.
- ☐ Purchase or acquire property.
- ☐ Inform and update necessary insurance groups and underwriters.
- ☐ Involve corporate Risk Management or Land, Records and Claims as needed.
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## LEGAL GROUP LEADER

The Legal Group Leader is responsible for advising the Incident Command Staff and Section Chiefs on all matters that may involve legal issues.

### **Responsibilities:**

- ☐ Maintain Activity Log.
- ☐ Obtain briefing from Finance/Admin Section Chief.
- ☐ Periodically advise Finance/Admin Section Chief of status.
- ☐ Participate in Finance/Admin planning meetings and briefings.
- ☐ Participate in development of Finance/Admin's portion of Incident Action Plan (IAP).
- ☐ Conduct investigations per Incident Commander's (IC) request.
- ☐ Provide skilled negotiators.
- ☐ Communicate to all affected emergency response personnel if work product is declared "Attorney-Client Privilege. "
- ☐ Participate in Post Incident Review (**SECTION 8.3**).

## **SECTION 5**

### **INCIDENT PLANNING**

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#### **5.1 Documentation Procedures**

##### **5.1.1 Incident Action Plan Process and Meetings**

###### **Figure 5.1-1 Operational Period Planning Cycle**

###### **5.1.1.1 Incident Occurs / Notifications**

###### **5.1.1.2 Initial Response and Assessment**

###### **5.1.1.3 Unified Command Objectives Meeting**

###### **5.1.1.4 Tactics Meeting**

###### **5.1.1.5 Planning Meeting**

###### **5.1.1.6 Incident Action Plan (IAP) Preparation and Approval**

###### **5.1.1.7 Operations Briefing**

###### **5.1.1.8 Assess Progress**

###### **5.1.1.9 Initial Unified Command Meeting**

###### **5.1.1.10 Command Staff Meeting**

###### **5.1.1.11 Command and General Staff Breakfast/Supper**

###### **5.1.1.12 Business Management Meeting**

###### **5.1.1.13 Agency Representative Meeting**

###### **5.1.1.14 News Briefing**

## **SECTION 5**

### **INCIDENT PLANNING, CONTINUED**

#### **5.2 ICS Forms**

**5.2.1 Incident Briefing ICS 201-CG**

**5.2.2 Incident Action Plan (IAP) Cover Sheet**

**5.2.3 Incident Objectives ICS 202-OS**

**5.2.4 Organization Assignment List ICS 203-OS**

**5.2.5 Assignment List ICS 204-OS**

**5.2.6 Communications Plan ICS 205-OS**

**5.2.7 Medical Plan ICS 206-OS**

**5.2.8 Incident Status Summary ICS 209-OS**

#### **5.3 Site Safety and Health Plan**

**Figure 5.3-1 - Site Safety Plan Cover Sheet**

**Figure 5.3-2 - Preliminary Safety Plan**

**Figure 5.3-3 - Safety Meeting Log**

**Figure 5.3-4 - Site Safety and Health Plan**

#### **5.4 Decontamination Plan**

#### **5.5 Disposal Plan**

#### **5.6 Incident Security Plan**

#### **5.7 Demobilization Plan**

## 5.1 DOCUMENTATION PROCEDURES

Documentation of a spill response provides a historical record, keeps management informed, serves as a legal instrument, and is a means to account for the clean-up costs.

Documentation should begin immediately upon spill notification and continue until termination of all operations. Documentation should include the following:

- Spill origin and characteristics
- Sampling surveys
- Photographic surveys
- Climatological data
- Labor and equipment accounting
- Copies of all logs, contracts, contacts, and plans prepared for incident



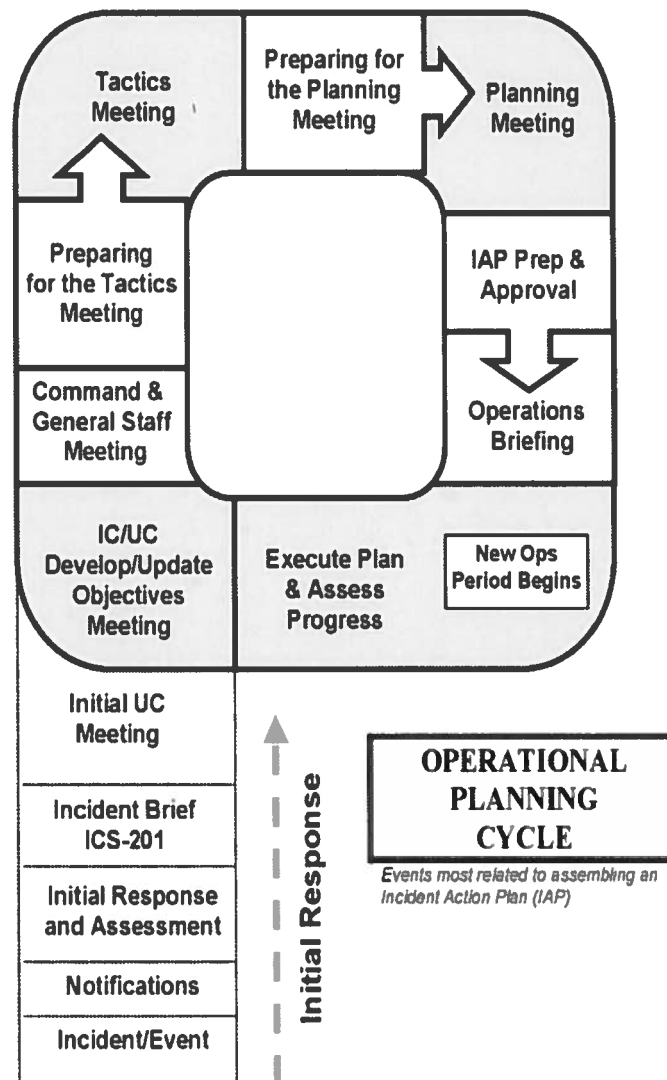
### 5.1.1 Incident Action Plan Process and Meetings

The period of INITIAL RESPONSE AND ASSESSMENT occurs in all incidents. Short-term responses (small in scope and/or duration, e.g., few resources working one operational period) often can be coordinated using only ICS 201 Briefings.

Longer-term, more complex responses, will likely require a dedicated Planning Section Chief (PSC) who must arrange for transition into the OPERATIONAL PERIOD PLANNING CYCLE. Certain meetings, briefings, and information-gathering during the Cycle lead to the Incident Action Plan (IAP) that guides operations of the next operational period. Only the meetings and events directly relevant to assembling the IAP are described. The IC/UC specifies the operational periods (e.g., 12-hour shifts, sunrise to sunset, 24-hour shifts, etc.).

The SPECIAL PURPOSE meetings are most applicable to larger incidents requiring an OPERATIONAL PERIOD PLANNING CYCLE, but may have utility during INITIAL RESPONSE AND ASSESSMENT. The UNIFIED COMMAND MEETING and other special purpose meetings are briefly noted.

FIGURE 5.1-1 - OPERATIONAL PERIOD PLANNING CYCLE



### 5.1.1.1 Incident Occurs / Notifications

When an incident occurs, notifications will be made to the appropriate Federal, State, and Local agencies and the initial assessment and response actions will begin.

### 5.1.1.2 Initial Response and Assessment

#### INCIDENT BRIEFING (ICS 201)

During the transfer of command process, an ICS 201 formatted briefing provides the incoming IC/UC with basic information regarding the incident situation and the resources allotted to the incident. Most importantly, it is the de facto Incident Action Plan (IAP) for the initial response and remains in force and continues to develop until the response ends or the Planning Section generates the incident's first IAP. It is also suitable for briefing individuals newly assigned to Command and General Staff, as well as needed assessment briefings for the staff.

When: New IC/UC; staff briefing, as required  
Briefer: Current IC/UC  
Attendees: Prospective IC/UC; Command, and General Staff, as required  
Agenda: Using ICS 201 as an outline, included:

1. Situation (note territory, exposures, safety concerns, etc; use map/charts).
2. Objectives and priorities.
3. Strategies and tactics.
4. Current organization.
5. Resource assignments.
6. Resources enroute and/or ordered.
7. Facilities established.

#### OPERATIONAL PERIOD PLANNING CYCLE (Events most related to assembling IAP)

### 5.1.1.3 Unified Command Objectives Meeting

The IC/UC will review/identify and prioritize objectives for the next operational period for the ICS 202 form. Objectives from the previous operational period are reviewed and any new objectives are identified.

When: Prior to Tactics Meeting  
Facilitator: UC Member  
Attendees: UC Members; Command and General Staff, as appropriate  
Agenda:

1. Review/identify objectives for the next operational period (clearly stated and attainable with the resources available, yet flexible enough to allow Operations Section Chief to choose tactics).
2. Review any open agenda items from initial/previous meetings.

#### 5.1.1.4 Tactics Meeting

This 30-45 minute meeting creates the blueprint for tactical deployment during the next operational period. In preparation for the Tactics Meeting, the Planning Section Chief and Operations Section Chief review the current IAP and situation status information, as provided through the Situation Unit, to assess work progress against IAP objectives. The Operations Section Chief/Planning Section Chief will jointly develop primary and alternate strategies to meet objectives for consideration at the next Planning Meeting.

When: Prior to Planning Meeting

Facilitator: Planning Section Chief

Attendees: Planning Section Chief, Operations Section Chief, Logistics Section Chief, Resources Unit Leader, Situation Unit Leader, and Environmental Unit Leader

Agenda:

1. Review the objectives for the next operational period.
2. Develop strategies (primary and alternatives).
3. Prepare a draft of ICS 215 to identify resources that should be ordered through Logistics.

#### 5.1.1.5 Planning Meeting

This meeting defines incident objectives, strategies, and tactics and identifies resource needs for the next operational period. Depending on incident complexity, this meeting should last no longer than 45 minutes. This meeting fine-tunes objectives and priorities, identifies and solves problems, and defines work assignments and responsibilities on a completed ICS Form 215 (Operations Planning Worksheet). Meeting preparations include conducting a Tactics Meeting. Displays in the meeting room should include Objectives (ICS 202) for the next operational period, large sketch maps or charts clearly dated and timed, poster-size Operational Planning Worksheet (ICS 215), current resource inventory prepared by Resources Unit, and current situation status displays prepared by Situation Unit. After the meeting, the ICS 215 is used by the Logistics Section Chief to prepare the off-incident tactical and logistical resource orders, and used by Planning Section Chief to develop IAP assignment lists.

When: After the Tactics Meeting

Facilitator: Planning Section Chief

Attendees: Determined by IC/UC, generally IC/UC, Command Staff, General Staff, Air Operations Section Chief, Resources Unit Leader, Situation Unit Leader, Environmental Unit Leader, and Technical Specialists, as required

Agenda:

### 5.1.1.5 Planning Meeting, Continued

1. State incident objectives and policy issues. IC/UC
2. Briefing of situation, critical and sensitive areas, weather/sea forecast, resource status/availability. Planning Section Chief w/Situation Unit Leader, Resources Unit Leader
3. State primary and alternative strategies to meet objectives. Operations Section Chief w/Planning Section Chief, Logistics Section Chief
4. Designate Branch, Division, Group boundaries and functions, as appropriate; use maps and ICS 215. Operations Section Chief
5. Specify tactics for each Division, note limitations. Operations Section Chief, Situation Unit Leader assist
6. Specify resources needed by Divisions/Groups. Operations Section Chief, w/Planning Section Chief, Logistics Section Chief
7. Specify operations facilities and reporting locations (plot on map). Operations Section Chief, Logistics Section Chief assist
8. Develop resources, support, and overhead order(s). Planning Section Chief, Logistics Section Chief
9. Consider support issues and agree on plans: communications, traffic, safety, medical, etc. Logistics Section Chief, Planning Section Chief assist
10. Assisting or cooperating agency and stakeholder group considerations regarding Incident Action Plan. Liaison Officer
11. Safety considerations regarding Incident Action Plan. Safety Officer
12. News media/public considerations regarding Incident Action Plan. Information Officer
13. Finalize, approve Incident Action Plan for next operational period. IC/UC

### 5.1.1.6 Incident Action Plan (IAP) Preparation and Approval

Immediately following the Planning Meeting, the attendees prepare their assignments for the IAP to meet the Planning Section Chief deadline for assembling the IAP components. The deadline will be early enough to permit timely IC/UC approval, and duplication of sufficient copies for the Operations Briefing and for overheads.

When: Immediately following Planning Meeting, Planning Section Chief assigns deadline  
Facilitator: Planning Section Chief

Common Components:		Responsible to Prepare
1.	Incident Objectives (ICS 202)	[Resources Unit Leader]
2.	Organization List (ICS 203)	[Resources Unit Leader]
3.	Assignment List (ICS 204)	[Resources Unit Leader/Planning Section Chief]
4.	Communications Plan (ICS 205)	[Communications Unit Leader]
5.	Medical Plan (ICS 205)	[Medical Unit Leader]
6.	Incident Map	[Situation Unit Leader]

Optional Components (use as pertinent):

Optional Components (use as pertinent):		Responsible to Prepare
1.	Air Operations Summary (ICS 220)	[Air Operations Branch Director]
2.	Traffic Plan	[Ground Support Unit Leader]
3.	Demobilization Plan	[Demobilization Unit Leader]

### 5.1.1.7 Operations Briefing

This less-than-30-minute meeting conveys the IAP for the oncoming shift to the response organization. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations Section Chief in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics may be made by the operations section supervisors. Similarly, a supervisor may reallocate resources within a division or group to adapt to changing conditions.

When: About an hour prior to each shift  
 Facilitator: Planning Section Chief  
 Attendees: IC/UC, Command Staff, General Staff, Branch Directors, Division/Group Supervisors, Task Force/Strike Team Leaders (if possible), Unit Leaders, others as appropriate.

Agenda:		Responsible to Present
1.	Review of IC/UC Objectives, changes to IAP.	[Planning Section Chief]
2.	Current response actions and last shift's accomplishments.	[Operations Section Chief]
3.	Weather and sea conditions forecast.	[Situation Unit Leader]
4.	Division/Group and air operations assignment.	[Operations Section Chief]
5.	Trajectory analysis.	[Situation Unit Leader]
6.	Transport, communications, supply updates.	[Logistics Section Chief]
7.	Safety message.	[Safety Officer]
8.	Financial report.	[Finance/Administration Section Chief]
9.	News Media report.	[Information Officer]
10.	Assisting/cooperating organization/agency reports of concern.	[Liaison Officer]
11.	Incident Action Plan endorsement and motivational remarks.	[IC/UC]

### 5.1.1.8 Assess Progress

The Operations and Planning Sections will review the incident response progress and make recommendations to the IC/UC in preparation for reviewing/identifying objectives for the next operational period. This feedback/information is gathered from various sources, including Field Observers, responder debriefs, stakeholders, etc.

## SPECIAL PURPOSE MEETINGS

### 5.1.1.9 Initial Unified Command Meeting

Provides UC officials with an opportunity to discuss and concur on important issues prior to joint incident action planning. The meeting should be brief, and important points documented. Prior to the meeting, parties should review and prepare to address the agenda items. Planning Meeting participants will use the results of this meeting to guide the response efforts.

#### **5.1.1.9 Initial Unified Command Meeting, Continued**

When: When UC is formed, prior to the first operational period Planning Meeting  
Facilitator: UC member  
Attendees: Only ICs who will comprise UC  
Agenda:

1. Identify jurisdictional priorities and objectives.
2. Present jurisdictional limitations, concerns, restrictions.
3. Develop collective set of incident objectives.
4. Establish and agree on acceptable priorities.
5. Adopt an overall strategy to accomplish objectives.
6. Agree on basic organizational structure and size.
7. Designate the best-qualified and acceptable Operations Section Chief.
8. Agree on General Staff personnel designations and planning, logistical, and finance agreements and procedures.
9. Agree on resource ordering procedures.
10. Agree on cost-sharing procedures.
11. Agree on informational matters.
12. Designate a Unified Command spokesperson.

#### **5.1.1.10 Command Staff Meeting**

Coordinate Command Staff functions, responsibilities and objectives. It is scheduled as necessary by the IC/UC. Command Staff (IC/UC, Safety Officer, Liaison Officer, Information Officer) attend.

#### **5.1.1.11 Command and General Staff Breakfast/Supper**

An opportunity for the Command (IC/UC, Safety Officer, Liaison Officer, Information Officer) and General Staff (Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief) to gather under informal and relaxing conditions to share and update each other on developing issues.

#### **5.1.1.12 Business Management Meeting**

This under-30-minute meeting is for participants to develop and update the operating plan for finance and logistics support. The agenda could include: finance requirements and criteria imposed by contributing organizations, business operating plan for resource procurement and incident funding, cost analysis and financial summary data. Attendees include: Finance/Administration Section Chief, Cost Unit Leader, Logistics Section Chief, Supply Unit Leader, Demobilization Unit Leader. It is generally conducted before the PLANNING MEETING.

#### **5.1.1.13 Agency Representative Meeting**

To update agency representatives and ensure that they can support IAP. Conducted by Liaison Officer, attended by Agency Representatives. Most appropriately held after the PLANNING MEETING in order to announce plans for next operational period, yet allow for changes should the plan's expectations be unattainable by an agency.

#### **5.1.1.14 News Briefing**

To brief the news media and public on the most current and accurate incident facts. Set up by the Information Officer, moderated by an appropriate representative, and featuring selected spokespersons. Spokespersons should be prepared by the Information Officer to address anticipated issues. The briefing should be well planned, organized, and scheduled to meet the media's needs.

## 5.2 ICS FORMS

- **INCIDENT BRIEFING FORM - ICS 201 (Initial Report Only)**

For use by the Command Staff to gather information on the Emergency Management Team's (EMT) efforts to implement applicable response plans. It is prepared by the initial Incident Commander (IC) for providing documentation of the initial response.

- **INCIDENT ACTION PLAN**

For use by the Planning Section to plan each day's response actions. This plan consists of the portions identified on the IAP cover page and must be approved by the Incident Commander, Federal On-Scene Coordinator (FOSC), and State On-Scene Coordinator (SOSC).

In addition, these Incident Command System (ICS) forms may be found on the U. S. Coast Guard web page: <http://www.uscg.mil/pacarea/pm/icsforms/ics.htm>

- **INCIDENT ACTION PLAN (IAP) COVER SHEET**

For use in presenting initial information, signature approval, and table of contents of forms contained in the IAP.

- **INCIDENT OBJECTIVES - ICS 202**

Describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period.

- **ORGANIZATION ASSIGNMENT LIST - ICS 203**

Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.

- **ASSIGNMENT LIST - ICS 204**

Submits assignments at the level of Division and Groups.

- **COMMUNICATIONS PLAN - 205**

Is used to provide, in location, information on all radio frequency assignments down to Division/Group level for each operation period.

- **MEDICAL PLAN - ICS 206**

Provides information in incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

- **INCIDENT STATUS SUMMARY - ICS 209**

Used to inform personnel about the status of response efforts. It is not included in the IAP.

### 5.2.1 Incident Briefing ICS 201-CG

[illegible]



**5.2.1 Incident Briefing ICS 201-CG, Continued**

<b>1. Incident Name</b>	<b>2. Prepared By: (name)</b>  Date:                      Time:	<b>INCIDENT BRIEFING</b> <b>ICS 201-CG</b>
<b>5. Initial Response Objectives, Current Actions, Planned Actions, Potential</b>		
<b>INCIDENT BRIEFING</b>		

## 5.2.1 Incident Briefing ICS 201-CG, Continued

1. Incident Name	2. Prepared By: (name)  Date:                      Time:	<b>INCIDENT BRIEFING ICS 201-CG</b>
------------------	--	---

**6. Current Organization** (fill in additional appropriate organization)

Incident  
Commander

Public  
Information  
Officer

Safety Officer

Liaison Officer

Operations  
Section Chief

Planning  
Section Chief

Logistics  
Section Chief

Finance/Admin  
Section Chief

Staging Manager

Containment  
Group Leader

Repair  
Group Leader

Resource  
Unit Leader

Situation  
Unit Leader

Environmental  
Unit Leader

Service Branch  
Director

Support Branch  
Director

Accounting Unit  
Leader

Compensation  
Claims Unit  
Leader

INCIDENT BRIEFING

ICS 201-CG (pg 3 of 4) (Rev 08/04)

[illegible]

**5.2.2 Incident Action Plan (IAP) Cover Sheet**

<b>1. Incident Name</b>	<b>2. Operational Period to be covered by IAP (Date/Time)</b>		<b>IAP COVER SHEET</b>
	<b>From:</b>	<b>To:</b>	
<b>3. Approved by:</b>			
FOSC			
SOSC			
IC			
<b>INCIDENT ACTION PLAN</b>			
The items checked below are included in this Incident Action Plan:			
<input type="checkbox"/> ICS 202-OS (Incident Objectives)			
<input type="checkbox"/> ICS 203-OS (Organization Assignment List)			
<input type="checkbox"/> ICS 204-OS (Assignment List)			
<input type="checkbox"/> ICS 205-OS (Communications Plan)			
<input type="checkbox"/> ICS 206-OS (Medical Plan)			
<input type="checkbox"/> ICS 209-OS (Incident Status Summary)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>4. Prepared By: (Planning Section Chief)</b>			<b>Date/Time:</b>
IAP COVER SHEET			March, 2000

**5.2.3 Incident Objectives ICS 202-OS**

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From:                      To:	<b>INCIDENT OBJECTIVES ICS 202-OS</b>
<b>3. Overall Incident Objective(s)</b>		
<b>4. Objectives for Specified Operational Period</b>		
<b>5. Safety Message for Specified Operational Period</b>		
Approved Site Safety Plan Located at:		
<b>6. Weather:</b> See Attached Weather Sheet		
<b>7. Tides/Currents:</b> See Attached Tide/Current Data		
<b>8. Time of Sunrise:</b>		<b>Time of Sunset:</b>
<b>9. Attachments (check if attached)</b>		
<input type="checkbox"/> Organization List (ICS 203-OS) <input type="checkbox"/> Assignment List (ICS 204-OS) <input type="checkbox"/> Communications Plan (ICS 205-OS)		
<input type="checkbox"/> Medical Plan (ICS 206-OS) <input type="checkbox"/> Weather		
<b>10. Prepared By:</b> (Planning Section Chief)		<b>Date/Time:</b>
INCIDENT OBJECTIVES		March, 2000                      ICS 202-OS

## 5.2.4 Organization Assignment List ICS 203-OS

1. Incident Name	2. Operational Period (Date/Time)  From:                      To:	<b>ORGANIZATION ASSIGNMENT LIST ICS 203-OS</b>												
<b>3. Incident Commander and Staff</b>  <div style="display: flex; justify-content: space-between;"> <span>Primary</span> <span>Deputy</span> </div> Federal: <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> State: <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> IC: <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>  Safety Officer: <input style="width: 150px;" type="text"/> Information Officer: <input style="width: 150px;" type="text"/> Liaison Officer: <input style="width: 150px;" type="text"/>		<b>7. Operations Section</b>  Chief <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> a. Branch I - Division/Groups Branch Director <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> b. Branch II - Division/Groups Branch Director <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> c. Branch III - Division/Groups Branch Director <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> Division / Group <input style="width: 150px;" type="text"/> d. Air Operations Branch Air Operations Br. Dir. <input style="width: 150px;" type="text"/> Air Tactical Supervisor <input style="width: 150px;" type="text"/> Air Support Supervisor <input style="width: 150px;" type="text"/> Helicopter Coordinator <input style="width: 150px;" type="text"/> Fixed-wing Coordinator <input style="width: 150px;" type="text"/>												
<b>4. Agency Representatives</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Agency</th> <th style="width: 80%;">Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Agency	Name											<b>8. Finance Section</b>  Chief <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Time Unit <input style="width: 150px;" type="text"/> Procurement Unit <input style="width: 150px;" type="text"/> Compensation Unit <input style="width: 150px;" type="text"/> Cost Unit <input style="width: 150px;" type="text"/>
Agency	Name													
<b>5. Planning Section</b>  Chief <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Resources Unit <input style="width: 150px;" type="text"/> Situation Unit <input style="width: 150px;" type="text"/> Environmental Unit <input style="width: 150px;" type="text"/> Documentation Unit <input style="width: 150px;" type="text"/> Demobilization Unit <input style="width: 150px;" type="text"/> Technical Specialists <input style="width: 150px;" type="text"/>		<b>9. Prepared by: (Resources Unit)</b> <b>Date/Time</b> <div style="display: flex; justify-content: space-between;"> <span>ORGANIZATION ASSIGNMENT LIST</span> <span>March, 2000</span> <span>ICS 203-OS</span> </div>												
<b>6. Logistics Section</b>  Chief <input style="width: 150px;" type="text"/> Deputy <input style="width: 150px;" type="text"/> Time Unit <input style="width: 150px;" type="text"/> Procurement Unit <input style="width: 150px;" type="text"/> Compensation Unit <input style="width: 150px;" type="text"/> Cost Unit <input style="width: 150px;" type="text"/> a. Support Branch Director <input style="width: 150px;" type="text"/> Supply Unit <input style="width: 150px;" type="text"/> Facilities Unit <input style="width: 150px;" type="text"/> Transportation Unit <input style="width: 150px;" type="text"/> Vessel Support Unit <input style="width: 150px;" type="text"/> Ground Support Unit <input style="width: 150px;" type="text"/> b. Service Branch Director <input style="width: 150px;" type="text"/> Communications Unit <input style="width: 150px;" type="text"/> Medical Unit <input style="width: 150px;" type="text"/> Food Unit <input style="width: 150px;" type="text"/>														

## 5.2.5 Assignment List ICS 204-OS

1. Incident Name		2. Operational Period (Date/Time)		ASSIGNMENT LIST ICS 204-OS	
		From: To:			
3. Branch			4. Division/Group		
5. Operations Personnel	Name	Affiliation	Contact # (s)		
Operations Section Chief:					
Branch Director:					
Division/Croup Supervisor:					
6. Resources Assigned This Period	"X" indicates 204a attachment with special instructions				
Strike Team/Task Force/ Resource Identifier	Leader	Contact Info. #	# of Persons	Notes/Remarks	
7. Assignments					
8. Special Instruction for Division/Group					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
Name/Function	Radio: Freq./System/ Channel		Phone	Pager	
Emergency Communications					
Medical	Evacuation		Other		
10. Prepared By (Resources Unit Leader)	Date/Time	11. Approved By (Planning Section Chief)		Date/Time	
ASSIGNMENT LIST		June, 2000		ICS 204-OS	

**5.2.6 Communications Plan ICS 205-OS**

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>COMMUNICATIONS PLAN ICS 205-OS</b>	
<b>3. Basic Radio Channel Use</b>					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
<b>4. Prepared By (Communications Unit)</b>			<b>Date/Time</b>		
COMMUNICATIONS PLAN			March, 2000		ICS 205-OS



## 5.2.7 Medical Plan ICS 206-OS

1. Incident Name		2. Operational Period (Date/Time)		MEDICAL PLAN ICS 206-OS			
		From:	To:				
3. Medical Aid Stations							
Name	Location	Contact #	Paramedics On Site (Y/N)				
4. Transportation							
Ambulance Service	Address	Contact #	Paramedics On Board (Y/N)				
5. Hospitals							
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?	
			Air	Ground			
6. Special Medical Emergency Procedures							
7. Prepared By (Medical Unit Leader)		Date/Time	8. Reviewed By (Safety Officer)		Date/Time		
MEDICAL PLAN		March, 2000		ICS 206-OS			

## 5.2.8 Incident Status Summary ICS 209-OS

<b>1. Incident Name</b>		<b>2. Period Covered By Report</b> From: To:		<b>Time of Report</b>	<b>INCIDENT STATUS SUMMARY ICS 209-OS</b>	
<b>3. Spill Status (Estimated, in Barrels)</b> [OPS/EUL/SSC]			<b>7. Safety Status</b> [Safety Officer]			
Source Status:		Remaining Potential (bbl):		Since Last Report		Total
		Rate of Spillage (bbl/hr):		Responder Injury		
Secured <input type="checkbox"/>		Unsecured <input type="checkbox"/>		Public Injury		
		Since Last Report		Total		
Volume Spilled						
<b>Mass Balance/Oil Budget</b>						
Recovered Oil						
Evaporation						
Natural Dispersion						
Chemical Dispersion						
Burned						
Floating, Contained						
Floating, Uncontained						
Onshore						
		Total Spilled Oil Accounted For:				
<b>4. Waste Management (Estimated)</b> [OPS/Disposal]						
		Recovered	Stored	Disposed		
Oil (bbl)						
Oily Liquids (bbl)						
Liquids (bbl)						
Oily Solids (tons)						
Solids (tons)						
<b>5. Shoreline Impacts (Estimated, in miles)</b> [PSC/EUL/SSC]						
Degree of Oiling	Affected	Cleaned	To Be Cleaned			
Light						
Medium						
Heavy						
Total						
<b>6. Wildlife Impacts</b> [OPS/Wildlife Br.]						
Numbers in ( ) indicate subtotal that are threatened / endangered species.			Died in Facility			
	Captured	Cleaned	Released	DOA	Euth.	Other
Birds						
Mammals						
Reptiles						
Fish						
Total						
<b>8. Equipment Resources</b> [RUL]						
Description	Ordered	Available / Staged	Assigned	Out of Service		
Spill Resp. Vsls						
Fishing Vessels						
Tugs						
Barges						
Other Vessels						
Skimmers						
Boom (ft.)						
Sbnt/Snr Bm. (ft.)						
Vacuum Trucks						
Helicopters						
Fixed Wing						
<b>9. Personnel Resources</b> [RUL]						
Description	People in Cmd. Post	People in the Field	Total People On Scene			
Federal						
State						
Local						
RP						
Contract Personnel						
Volunteers						
Total Response Personnel From All Organizations:						
<b>10. Special Notes</b>						
<b>11. Prepared By (Situation Unit Leader)</b>			<b>Date/Time</b>			
INCIDENT STATUS SUMMARY			March, 2000			
			ICS 209-OS			

## 5.3 SITE SAFETY AND HEALTH PLAN

FIGURE 5.3-1 - SITE SAFETY PLAN COVER SHEET

1. Incident Name	2. Operational Period to be covered by SSHP (Date/Time)	<b>SSHP COVER SHEET</b>
	<div style="display: flex; justify-content: space-between;"> <span>From:</span> <span>To:</span> </div>	
3. Approved by:		
FOSC		
SOSC		
IC		
<b>SITE SAFETY AND HEALTH PLAN</b>		
<p><b>The Preliminary Safety Plan:</b></p> <p>The Preliminary Safety Plan (PSP) is based on Form ICS 215A-OS, the Incident Action Plan Safety Analysis. The Company On-Scene Incident Commander or the senior Company responder present at the spill site must ensure that:</p> <ul style="list-style-type: none"> <li>● A PSP is completed prior to commencing any work at the spill site.</li> <li>● The PSP is updated as conditions change, or at least hourly.</li> <li>● The PSP message is communicated to all responders as conditions change, or at least hourly.</li> </ul> <p>Updating the PSP consists of verifying the site hazards, risks, and risk mitigation. If a complete revision of the PSP is made on a new form, the old form should be retained and the box labeled SUPERSEDED BY REVISED PSP should be checked.</p> <p>All active or superseded revisions of the PSP, Safety Message Briefings, the Site Safety Plan, and the Medical Plan shall all be maintained together beneath the Site Safety Plan Cover Sheet.</p> <p><b>Risk Analysis:</b></p> <ul style="list-style-type: none"> <li>● <b>Hazard</b> is an observed danger to life safety. Typical hazards have been identified on the form - add others as appropriate.</li> <li>● <b>Risk</b> is the probability that a hazard will impact responders or the public. Risk is evaluated as None, Med, or High.</li> </ul> <p><b>Mitigation</b> is a measure to counteract the hazard, such as PPE or evacuation. Consider the suggested measures or take others, as appropriate.</p> <p>The items checked below are included in this Site Safety Plan:</p> <div style="margin-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Preliminary Safety Plan           <div style="margin-top: 10px;"> <input type="checkbox"/> First Version             <input type="checkbox"/> First Revision             <input type="checkbox"/> Second Revision             <input type="checkbox"/> _____             <input type="checkbox"/> _____           </div> </div> <div>             Date / Time _____              Date / Time _____              Date / Time _____              Date / Time _____              Date / Time _____           </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Site Safety Plan           <div style="margin-left: 100px;">Date / Time _____</div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> ICS 206-OS (Medical Plan)           <div style="margin-left: 100px;">Date / Time _____</div> </div> </div>		
4. Submitted By:		
SSHP COVER SHEET		March, 2000

**FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN**

[Click here to view](#)

FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN

Superseded By Revised PSP ☐

1. Incident Name:

2. Operational Period (Date/Time):  
From:

3. Date:

4. Time:

HAZMAT RISKS (L = Low, M = Medium, H = High)

RISK MITIGATION SUGGESTIONS

DIVISION OR TASK GROUP	Fire/Explosion	Responder Breathing	Bystander Breathing	Dermal Contact	Drowning	Weather Conditions	Slips Trips Falls	Cold/Heat/Fatigue					Eliminate ignition, clear personnel from liquids area, evacuate surroundings.	Air monitoring at all work sites, PPE based on concentrations or clear area.	Air monitoring downwind of site, evacuate if exceeds STEL	Level D PPE: Long sleeves, leather boots, safety glasses	Personal flotation devices when working near water.	Communicate chances of precip, winds, and lightning to work crews. Take shelter as directed.	Police area to eliminate hazards. Remain vigilant. Buddy system.	Task Group Leaders issue appropriate gear. Be vigilant for signs of stress and fatigue.			

Prepared by (Name and Position):

SAFETY MESSAGE:

1. My name is \_\_\_\_\_ and I am functioning as Safety Officer for the Pipeline Company. This Safety Message will be provided to all personnel upon their arrival at this incident site site, and also at the beginning of every scheduled Command Meeting.

2. This is a hazardous material(s) incident. The material(s) of concern is (are) \_\_\_\_\_.

3. Access to the exclusion area is restricted to all personnel unless authorized by the Incident Commander. The exclusion area consists of the area directly impacted by hazardous liquids or vapors plus a safety buffer of \_\_\_\_\_ feet added to the impacted perimeter, and a safety buffer of \_\_\_\_\_ feet added to the perimeter downwind to eliminate the risk of ignition of the material, inhalation of vapors, or direct contact with the material.

4. The exclusion area is shown on the Site Map [show map]. The exclusion area has /has not been physically delineated with stakes/pins/tape/fencing.

5. The Security Perimeter is shown on the site map. Access to the Security Perimeter will be controlled by Company employees or public safety personnel. Only personnel who are HAZWOPER trained and/or authorized by the Incident Commander will be permitted inside the Security Perimeter.

6. The following minimum Personal Protective Equipment is mandatory at all times within the Security Perimeter: Level D PPE plus Hi-Vis Reflective Vests. Boom crews must wear personal flotation devices when working near water. Additional PPE \_\_\_\_\_.

7. Breathing zone air monitoring for organic vapors/hydrogen sulfide/other material (specify) is mandatory for each work crew when within the exclusion area. Should monitoring indicate detections for target vapors, the Incident Commander will be notified immediately. Additional PPE will be specified by the Incident Commander as necessary.

8. Be vigilant for trip hazards and open excavations. Be vigilant for signs of fatigue or stress induced by difficult conditions or extreme temperatures.

9. The weather for the next operational period is expected to be:

a. Temperature: \_\_\_\_\_Trend for next 48 h: \_\_\_\_\_

b. Wind Speed: \_\_\_\_\_Direction: (N S E W)Trend for next 48 h: \_\_\_\_\_

c. Precipitation: None/Rain/SnowRate: Lite/Med/HvyTrend for next 48 h: \_\_\_\_\_

Site Diagram:

General Diagram Instructions:

A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)

B. Hazardous substance location

C. Work zones (exclusion, contamination reduction, support)

D. Command center and decontamination area

E. Access and access restrictions

F. Routes of entry

G. Wind direction

H. Emergency evacuation routes

I. Assembly points

J. First aid locations

K. Communication system

**FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED**

[Click here to view](#)

FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN

Superseded By Revised PSP ☐

1. Incident Name:

2. Operational Period (Date/Time):  
From:

3. Date:

4. Time:

HAZMAT RISKS (L = Low, M = Medium, H = High)

RISK MITIGATION SUGGESTIONS

DIVISION OR TASK GROUP	Fire/Explosion	Responder Breathing	Bystander Breathing	Dermal Contact	Drowning	Weather Conditions	Slips Trips Falls	Cold/Heat/Fatigue					Eliminate ignition, clear personnel from liquids area, evacuate surroundings.	Air monitoring at all work sites, PPE based on concentrations or clear area.	Air monitoring downwind of site, evacuate if exceeds STEL	Level D PPE: Long sleeves, leather boots, safety glasses	Personal flotation devices when working near water.	Communicate chances of precip, winds, and lightning to work crews. Take shelter as directed.	Police area to eliminate hazards. Remain vigilant. Buddy system.	Task Group Leaders issue appropriate gear. Be vigilant for signs of stress and fatigue.			

Prepared by (Name and Position):

SAFETY MESSAGE:

1. My name is \_\_\_\_\_ and I am functioning as Safety Officer for the Pipeline Company. This Safety Message will be provided to all personnel upon their arrival at this incident site site, and also at the beginning of every scheduled Command Meeting.

2. This is a hazardous material(s) incident. The material(s) of concern is (are) \_\_\_\_\_.

3. Access to the exclusion area is restricted to all personnel unless authorized by the Incident Commander. The exclusion area consists of the area directly impacted by hazardous liquids or vapors plus a safety buffer of \_\_\_\_\_ feet added to the impacted perimeter, and a safety buffer of \_\_\_\_\_ feet added to the perimeter downwind to eliminate the risk of ignition of the material, inhalation of vapors, or direct contact with the material.

4. The exclusion area is shown on the Site Map [show map]. The exclusion area has /has not been physically delineated with stakes/pins/tape/fencing.

5. The Security Perimeter is shown on the site map. Access to the Security Perimeter will be controlled by Company employees or public safety personnel. Only personnel who are HAZWOPER trained and/or authorized by the Incident Commander will be permitted inside the Security Perimeter.

6. The following minimum Personal Protective Equipment is mandatory at all times within the Security Perimeter: Level D PPE plus Hi-Vis Reflective Vests. Boom crews must wear personal flotation devices when working near water. Additional PPE \_\_\_\_\_.

7. Breathing zone air monitoring for organic vapors/hydrogen sulfide/other material (specify) is mandatory for each work crew when within the exclusion area. Should monitoring indicate detections for target vapors, the Incident Commander will be notified immediately. Additional PPE will be specified by the Incident Commander as necessary.

8. Be vigilant for trip hazards and open excavations. Be vigilant for signs of fatigue or stress induced by difficult conditions or extreme temperatures.

9. The weather for the next operational period is expected to be:

a. Temperature: \_\_\_\_\_Trend for next 48 h: \_\_\_\_\_

b. Wind Speed: \_\_\_\_\_Direction: (N S E W)Trend for next 48 h: \_\_\_\_\_

c. Precipitation: None/Rain/SnowRate: Lite/Med/HvyTrend for next 48 h: \_\_\_\_\_

Site Diagram:

General Diagram Instructions:

A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)

B. Hazardous substance location

C. Work zones (exclusion, contamination reduction, support)

D. Command center and decontamination area

E. Access and access restrictions

F. Routes of entry

G. Wind direction

H. Emergency evacuation routes

I. Assembly points

J. First aid locations

K. Communication system

**FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED**

[Click here to view](#)



FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN

Superseded By Revised PSP ☐

1. Incident Name:

2. Operational Period (Date/Time):  
From:

3. Date:

4. Time:

HAZMAT RISKS (L = Low, M = Medium, H = High)

RISK MITIGATION SUGGESTIONS

DIVISION OR TASK GROUP	Fire/Explosion	Responder Breathing	Bystander Breathing	Dermal Contact	Drowning	Weather Conditions	Slips Trips Falls	Cold/Heat/Fatigue					Eliminate ignition, clear personnel from liquids area, evacuate surroundings.	Air monitoring at all work sites, PPE based on concentrations or clear area.	Air monitoring downwind of site, evacuate if exceeds STEL	Level D PPE: Long sleeves, leather boots, safety glasses	Personal flotation devices when working near water.	Communicate chances of precip, winds, and lightning to work crews. Take shelter as directed.	Police area to eliminate hazards. Remain vigilant. Buddy system.	Task Group Leaders issue appropriate gear. Be vigilant for signs of stress and fatigue.			

Prepared by (Name and Position):

SAFETY MESSAGE:

1. My name is \_\_\_\_\_ and I am functioning as Safety Officer for the Pipeline Company. This Safety Message will be provided to all personnel upon their arrival at this incident site site, and also at the beginning of every scheduled Command Meeting.

2. This is a hazardous material(s) incident. The material(s) of concern is (are) \_\_\_\_\_.

3. Access to the exclusion area is restricted to all personnel unless authorized by the Incident Commander. The exclusion area consists of the area directly impacted by hazardous liquids or vapors plus a safety buffer of \_\_\_\_\_ feet added to the impacted perimeter, and a safety buffer of \_\_\_\_\_ feet added to the perimeter downwind to eliminate the risk of ignition of the material, inhalation of vapors, or direct contact with the material.

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7. Breathing zone air monitoring for organic vapors/hydrogen sulfide/other material (specify) is mandatory for each work crew when within the exclusion area. Should monitoring indicate detections for target vapors, the Incident Commander will be notified immediately. Additional PPE will be specified by the Incident Commander as necessary.

8. Be vigilant for trip hazards and open excavations. Be vigilant for signs of fatigue or stress induced by difficult conditions or extreme temperatures.

9. The weather for the next operational period is expected to be:

a. Temperature: \_\_\_\_\_Trend for next 48 h: \_\_\_\_\_

b. Wind Speed: \_\_\_\_\_Direction: (N S E W)Trend for next 48 h: \_\_\_\_\_

c. Precipitation: None/Rain/SnowRate: Lite/Med/HvyTrend for next 48 h: \_\_\_\_\_

Site Diagram:

General Diagram Instructions:

A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)

B. Hazardous substance location

C. Work zones (exclusion, contamination reduction, support)

D. Command center and decontamination area

E. Access and access restrictions

F. Routes of entry

G. Wind direction

H. Emergency evacuation routes

I. Assembly points

J. First aid locations

K. Communication system

**FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN, CONTINUED**

[Click here to view](#)

FIGURE 5.3-2 - PRELIMINARY SAFETY PLAN

Superseded By Revised PSP ☐

1. Incident Name:

2. Operational Period (Date/Time):  
From:

3. Date:

4. Time:

HAZMAT RISKS (L = Low, M = Medium, H = High)

RISK MITIGATION SUGGESTIONS

DIVISION OR TASK GROUP	Fire/Explosion	Responder Breathing	Bystander Breathing	Dermal Contact	Drowning	Weather Conditions	Slips Trips Falls	Cold/Heat/Fatigue					Eliminate ignition, clear personnel from liquids area, evacuate surroundings.	Air monitoring at all work sites, PPE based on concentrations or clear area.	Air monitoring downwind of site, evacuate if exceeds STEL	Level D PPE: Long sleeves, leather boots, safety glasses	Personal flotation devices when working near water.	Communicate chances of precip, winds, and lightning to work crews. Take shelter as directed.	Police area to eliminate hazards. Remain vigilant. Buddy system.	Task Group Leaders issue appropriate gear. Be vigilant for signs of stress and fatigue.			

Prepared by (Name and Position):

SAFETY MESSAGE:

1. My name is \_\_\_\_\_ and I am functioning as Safety Officer for the Pipeline Company. This Safety Message will be provided to all personnel upon their arrival at this incident site site, and also at the beginning of every scheduled Command Meeting.

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4. The exclusion area is shown on the Site Map [show map]. The exclusion area has /has not been physically delineated with stakes/pins/tape/fencing.

5. The Security Perimeter is shown on the site map. Access to the Security Perimeter will be controlled by Company employees or public safety personnel. Only personnel who are HAZWOPER trained and/or authorized by the Incident Commander will be permitted inside the Security Perimeter.

6. The following minimum Personal Protective Equipment is mandatory at all times within the Security Perimeter: Level D PPE plus Hi-Vis Reflective Vests. Boom crews must wear personal flotation devices when working near water. Additional PPE \_\_\_\_\_.

7. Breathing zone air monitoring for organic vapors/hydrogen sulfide/other material (specify) is mandatory for each work crew when within the exclusion area. Should monitoring indicate detections for target vapors, the Incident Commander will be notified immediately. Additional PPE will be specified by the Incident Commander as necessary.

8. Be vigilant for trip hazards and open excavations. Be vigilant for signs of fatigue or stress induced by difficult conditions or extreme temperatures.

9. The weather for the next operational period is expected to be:

a. Temperature: \_\_\_\_\_Trend for next 48 h: \_\_\_\_\_

b. Wind Speed: \_\_\_\_\_Direction: (N S E W) \_\_\_\_\_Trend for next 48 h: \_\_\_\_\_

c. Precipitation: None/Rain/SnowRate: Lite/Med/HvyTrend for next 48 h: \_\_\_\_\_

Site Diagram:

General Diagram Instructions:

A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)

B. Hazardous substance location

C. Work zones (exclusion, contamination reduction, support)

D. Command center and decontamination area

E. Access and access restrictions

F. Routes of entry

G. Wind direction

H. Emergency evacuation routes

I. Assembly points

J. First aid locations

K. Communication system

**FIGURE 5.3-3 - SAFETY MEETING LOG**

[illegible]

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN

<b>PLAN REVIEW:</b>		
Incident Safety Officer:		
<b>APPROVALS:</b>		
Incident Commander:		
Operations Officer:		
Haz Mat Division Officer:		
<b>PLAN PREPARED:</b>	<b>DATE:</b>	<b>TIME:</b>
Incident Location:		
Incident Number:		
<b>HAZARDOUS SITUATION:</b>	(Known or suspected, contaminated media, type storage container, type occupancy, obvious leaks, spills or breaches, physical damage)	
<b>RESPONDING AGENCIES:</b>		
Agency:	Name:	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED****GENERAL SAFETY RULES AND EQUIPMENT:**

1. There will be no eating, drinking, or smoking in the exclusion zone or the contamination reduction zone.
2. All personnel must pass through the contamination reduction zone to enter or exit the exclusion zone (hot zone).
3. As a minimum, Decontamination Team members must be in one (1) level of protection lower than that of the entry teams.
4. All decontamination equipment and systems must be in place before an entry can be made.
5. Entry team will consist of a minimum of two members with the same number of personnel assigned to a backup team. All entry personnel will adhere to the buddy system.
6. At the end of the incident, or directly after a possible exposure, each entry team member will take a full body shower and launder any personal clothing used at the scene.
7. All breathing air shall be certified as Grade D or better.
8. Where practical, all tools shall be of the nonsparking type.
9. Fire equipment shall be on hand when the situation warrants such support. At a minimum, fire extinguishers shall be available on scene.
10. Since incident evacuation may be necessary if an explosion, fire, or other event occurs; an individual shall be assigned to sound, alert, and notify the responsible command personnel and public officials (if required). The evacuation signal shall be four short blasts on an air horn every 30 seconds until all personnel are known to be evacuated.
11. An adequately stocked Emergency Medical Services (EMS) Unit shall be on site at all times.
12. The location and telephone number of the nearest medical facility shall be posted and known to all personnel.

**GENERAL SAFETY BRIEFING:**

Before any incident actions are taken, a briefing from the Command Staff will be accomplished with all personnel present. Personnel will sign a log sheet, attesting to being present at the briefing. Topics discussed should include known and suspected hazards along with the operation's goals and objectives.

**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED****EMERGENCY ACTION CONDITIONS:**

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<b>Code Green</b>	All conditions are normal and incident work may continue.
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<b>Code Red</b>	All or specific work activities must cease at once due to one of the following: <ul style="list-style-type: none"><li>• Indications of emissions from the incident such as CGI readings of 25% or greater, less than 19.5% oxygen, or one Mr/Hr of ionizing radiation are present</li><li>• Current or projected meteorological data indicates that a probable impact on working conditions could occur</li><li>• If background readings obtained during cessation of activities worsen, reassessment of the findings should be confirmed; actions to lower levels of contaminant or contingencies for further incident monitoring must take place</li><li>• If this condition exists, incident personnel will immediately notify command staff</li></ul>
-----------------	---

Officials making evacuation/public health decisions will address the need for a public health advisory to potentially effected areas. This is because incident control methods may or may not reduce the source of contamination or threat to the general public.

If needed, a temporary sheltering or evacuation plan should be considered until levels of contamination are reduced or contained to levels deemed safe by all responsible authorities. Confirmation of these levels will be done by generally approved monitoring methods agreed to by the authorities in charge.

Sheltering/Evacuation Plan:
Ordered By:

**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED****LIST OF ACCESS AUTHORIZED PERSONNEL (Outside Agencies):**


**SPECIALIZED TASK ASSIGNMENTS:**


**LEVELS OF PROTECTION SELECTED:**

Initial Site Survey:	A	B	C	D
Entry Team:	A	B	C	D
Backup Team:	A	B	C	D
Decon Team:	A	B	C	D

**SKETCH OR ATTACH PLOT PLAN HERE:**



## FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

## RESPONSE SAFETY CHECK-OFF SHEET

<b>TYPE OF RESPONSE:</b>	
Highway	Industrial
Railway	Marine
Residential	Other
Specify:	
<b>TYPE OF SAFETY PLAN:</b>	
Federal	State
Local	Other
Specify:	
<b>SUSPECTED CHEMICALS INVOLVED:</b>	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
<b>INITIAL LEVEL OF PROTECTION:</b> (If level D you must justify)	
<b>A</b>	<b>B</b>
<b>C</b>	<b>D</b>
<b>INITIAL MEDICAL SCREENING COMPLETE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, justify:	
In the event of fire or explosion:	
In the event of potential or actual ionizing radiation exposure:	

**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED**

In the event of spread of contamination beyond the boundaries of the incident:
<b>EMERGENCY SERVICES:</b>
Emergency medical facility:
Ambulance service:
Poison Control Center:
Chemical manufacturer's representative:
<b>EMERGENCY PROCEDURES</b> (in the event of personnel exposure):
<b>EMERGENCY PROCEDURES</b> (in the event of personnel injury):
<b>HAZARD ASSESSMENT:</b>
Attach Hazardous Materials Safety Data Sheets (MSDS), or other reference materials, for chemicals involved to this document.
<b>MONITORING PROCEDURES:</b>
Monitoring the incident to identify concentration of contaminants in all media. List the instruments to be used and what areas to be monitored.
Hot Zone (Excursion Zone)
Warm Zone (Contamination Reduction Zone)
Cold Zone (Support Zone)

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

**MEDICAL MONITORING:** (What procedures to be used to monitor personnel for evidence of personal exposure.)


**PERSONNEL POTENTIALLY EXPOSED TO HAZARDOUS MATERIALS:** (Emergency response workers who exhibit signs or symptoms of a hazardous substance exposure during an emergency incident shall be offered medical consultation.)

NAME	POSITION	DATE/TIME

**DECONTAMINATION PROCEDURES:**

(Contaminated personnel, surfaces, materials, instruments, other equipment.)


**DECONTAMINATION SOLUTIONS USED:**


**DISPOSAL PROCEDURES:**


Authorized By:

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

<b>POST RESPONSE:</b>			
Level of protection used:			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Justify			
<b>EQUIPMENT DECONTAMINATION:</b>			
	Clothing	SCBA/Resp.	Monitoring
Disposed:			
Cleaned:			
No Action:			
Specify:			
<b>TOTAL APPROXIMATE TIME IN HOT ZONE:</b>		Days	Hours
DATE PREPARED:		PREPARED BY:	
Reviewed By:			
Assistance in preparing this safety plan can be obtained from Haz Mat personnel.			

FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED

## HEALTH AND SAFETY/RESPONSE PLAN

<b>APPLIES TO SITE:</b>			
<b>DATE:</b>			
<b>PRODUCTS:</b>		<b>(ATTACH MSDS)</b>	
<b>SITE CHARACTERIZATION</b>			
	<input type="checkbox"/> Marine vessel	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Storage facility
	<input type="checkbox"/> Truck/Rail car	<input type="checkbox"/> Other	
<b>Water</b>	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Wetlands	<input type="checkbox"/> Other
	<input type="checkbox"/> Rocky	<input type="checkbox"/> Sandy	<input type="checkbox"/> Muddy
	<input type="checkbox"/> River	<input type="checkbox"/> Creek	<input type="checkbox"/> Canal
		<input type="checkbox"/> Bay	<input type="checkbox"/> Ocean
<b>Land</b>	<input type="checkbox"/> Mountains	<input type="checkbox"/> Hills	<input type="checkbox"/> Brushland
	<input type="checkbox"/> Other	<input type="checkbox"/> Forest	<input type="checkbox"/> Grassland
<b>Use</b>	<input type="checkbox"/> Public	<input type="checkbox"/> Government	<input type="checkbox"/> Residential
	<input type="checkbox"/> Recreational	<input type="checkbox"/> Industrial	<input type="checkbox"/> Farmland
<b>Weather</b>	<input type="checkbox"/> Temp _____ °F	<input type="checkbox"/> Wind/Dir. _____ mph	<input type="checkbox"/> Rain
	<input type="checkbox"/> Snow	<input type="checkbox"/> Ice	<input type="checkbox"/> Other
<b>Pathways for Dispersion</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Water	<input type="checkbox"/> Land
			<input type="checkbox"/> Other
<b>Site Hazards</b>			
<input type="checkbox"/> Chemical Hazards	<input type="checkbox"/> Boats		
<input type="checkbox"/> Slips, trips, falls	<input type="checkbox"/> Helicopters		
<input type="checkbox"/> Heat stress	<input type="checkbox"/> Noise		
<input type="checkbox"/> Cold stress	<input type="checkbox"/> Pumps, hoses		
<input type="checkbox"/> Weather	<input type="checkbox"/> Steam, hot water		
<input type="checkbox"/> Drowning	<input type="checkbox"/> Fire/Explosion		
<input type="checkbox"/> Heavy equipment	<input type="checkbox"/> Poor visibility		
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles		
<input type="checkbox"/> Wildlife/plants	<input type="checkbox"/> Confined spaces (see attachment/appendix)		
<input type="checkbox"/> Hand/power tools	<input type="checkbox"/> Ionizing radiation		
<input type="checkbox"/> Lifting	<input type="checkbox"/> Other		
<b>Air Monitoring</b>			
% LEL	% O <sub>2</sub>	PPM Benzene	PPM H <sub>2</sub> S
<input type="checkbox"/> Other (specify)			
<input type="checkbox"/> See attachment - Monitoring Results/Methods			
<b>CONTROL MEASURES:</b>			
<b>Engineering Controls</b>			
<input type="checkbox"/> Source of release secured	<input type="checkbox"/> Valve(s) closed	<input type="checkbox"/> Facility shut down	
<input type="checkbox"/> Site secured			
<input type="checkbox"/> Other			
<b>Personal Protective Equipment (PPE) HAZWOPER Coordination with OSRO</b>			
<input type="checkbox"/> PVC suits	<input type="checkbox"/> PE/TYVEK suits	<input type="checkbox"/> Respirator	
<input type="checkbox"/> Site secured	<input type="checkbox"/> PVC gloves	<input type="checkbox"/> Other	
<input type="checkbox"/> Other	<input type="checkbox"/> Hard hats	<input type="checkbox"/> Eye protection	

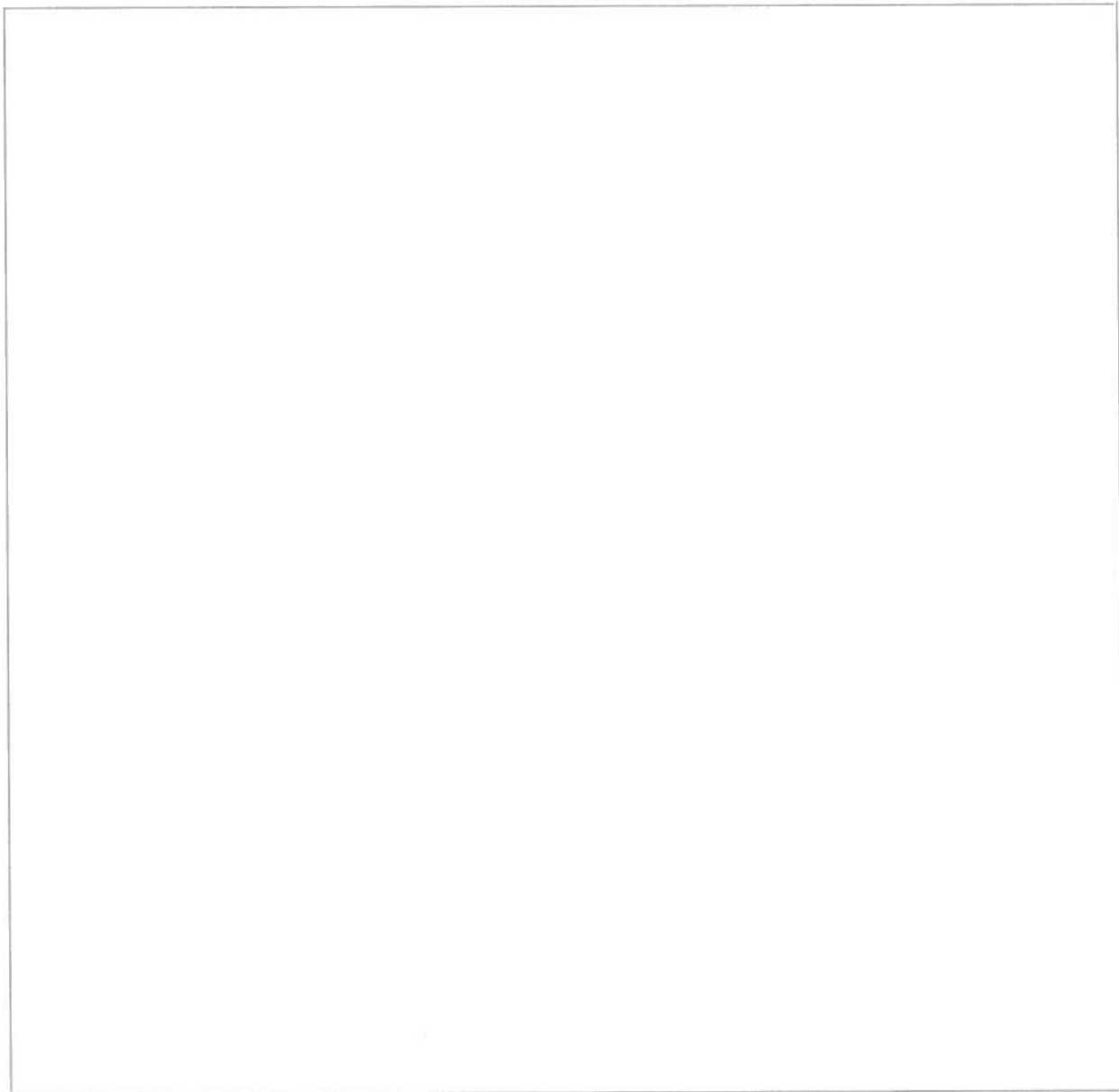
**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED****HEALTH AND SAFETY/RESPONSE PLAN****CONTROL MEASURES (cont'd):****Decontamination**
☐ Stations established (see site map)
**Sanitation**
☐ Facilities provided per OSHA 1910.120(n)
**Illumination**
☐ Facilities provided per OSHA 1910.120(m)
**Medical Surveillance**
☐ Facilities provided per OSHA 1910.120(f)
**WORK PLAN: (buddy system must be used.)**

- |   |                                       |                                      |                                   |                                     |
|---|---------------------------------------|--------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Booming                    | <input type="checkbox"/> Skimmers     | <input type="checkbox"/> Vac. trucks | <input type="checkbox"/> Pumping  | <input type="checkbox"/> Excavation |
| <input type="checkbox"/> Heavy equipment            | <input type="checkbox"/> Sorbent pads | <input type="checkbox"/> Patching    | <input type="checkbox"/> Hot work | <input type="checkbox"/> Shoring    |
| <input type="checkbox"/> Appropriate permits issued |                                       |                                      |                                   |                                     |
| <input type="checkbox"/> Other (describe):          |                                       |                                      |                                   |                                     |

**TRAINING (HAZWOPER training program):**
☐ Verified site workers trained per OSHA 1910.120
**ORGANIZATION (See Incident Command System chart.):****EMERGENCY PLAN (See site map and Daily Medical Plan - ICS 206.):****SITE SECURITY:**

- |   |     |        |      |
|---|-----|--------|------|
| <input type="checkbox"/> Pre-entry briefing |     |        |      |
| <input type="checkbox"/> Security level     | Low | Medium | High |
| <input type="checkbox"/> Other topics       |     |        |      |

**DATE/TIME/PLAN COMPLETED:****By:**

**FIGURE 5.3-4 - SITE SAFETY AND HEALTH PLAN, CONTINUED****SITE DIAGRAM****GENERAL DIAGRAM INSTRUCTIONS**

1. Site Diagram should include the following (label the items drawn with corresponding letter):

A. Sketch with major feature locations (buildings, drainage paths, roads, etc.)	F. Routes of entry
B. Hazardous substance location	G. Wind direction
C. Work zones (exclusion, contamination reduction, support)	H. Emergency evacuation routes
D. Command center and decontamination area	I. Assembly points
E. Access and access restrictions	J. First aid locations
	K. Communication system

#### 5.4 DECONTAMINATION PLAN

<b>Incident Name:</b>	<b>Location:</b>
<b>Effective Date of Plan:</b>	<b>Effective Time Period of Plan:</b>
<b>Spill Location:</b>	<b>Plan Prepared By:</b>

- **Work Zones:**

- Support (cold) zone
- Contamination reduction (warm) zone
- Exclusion (hot) zone

These zones are identified by signs, barrier tape or other means. Decontamination is performed in the contamination reduction zone. When responders exit the exclusion zone they must be decontaminated.

Crews are available to assist in decontamination procedures as needed. The crews must wear appropriate personal protective equipment (PPE), and are responsible for packaging and labeling of contaminated PPE.

- **Decontamination Stations:**

Decontamination is performed within the contamination reduction zone, which is appropriately lined to prevent the spread of contaminants. Dikes are installed under the lining to contain runoff.



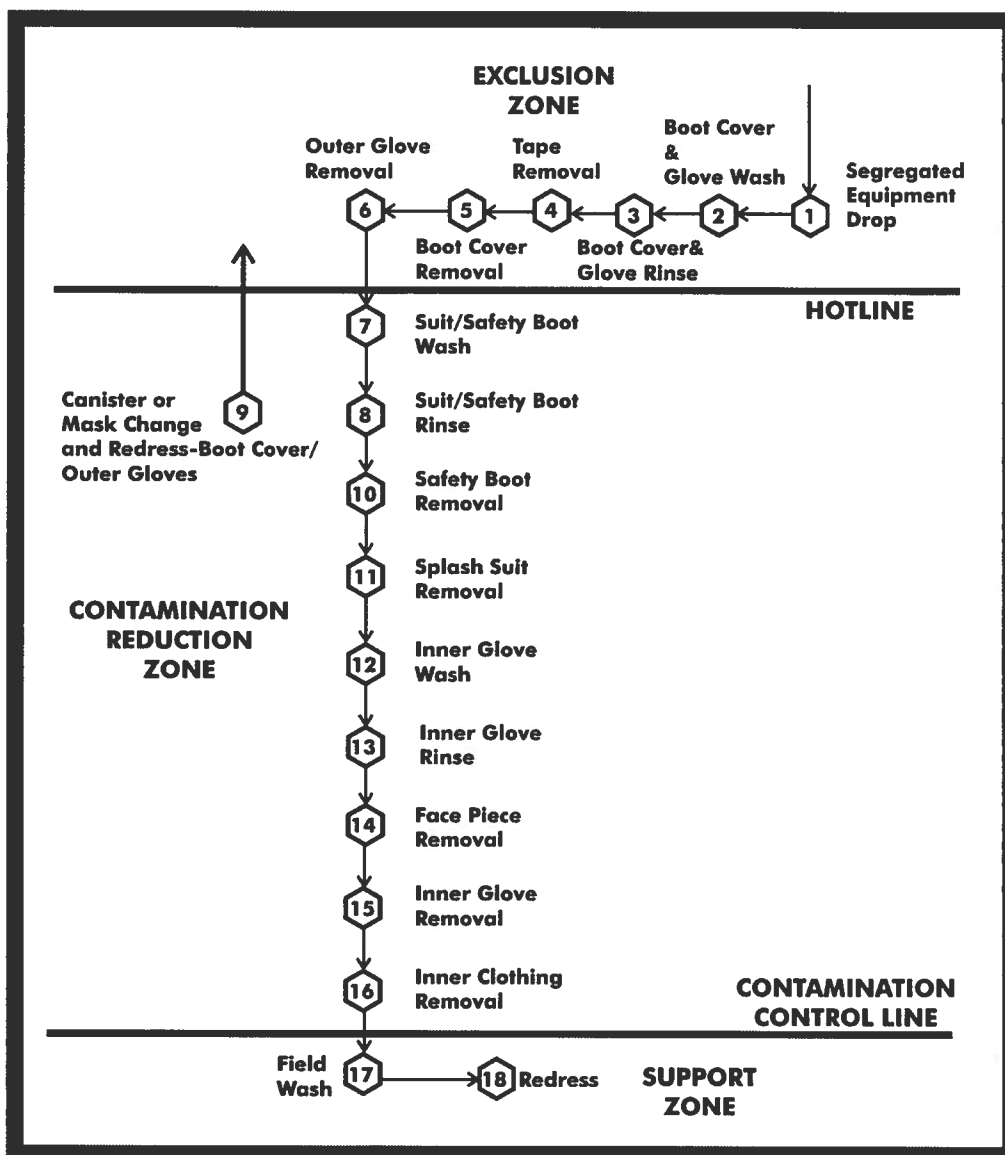
**5.4 DECONTAMINATION PLAN, CONTINUED**

Procedures for these stations are as follows:

<b>MAXIMUM MEASURES FOR DECONTAMINATION</b>		
<b>STATION 1</b>	Segregated equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths or in different containers with plastic liners. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	Boot cover and glove wash	Scrub outer boot cover and gloves with decontamination solution or detergent and water.
<b>STATION 3</b>	Boot cover and glove rinse	Rinse off decontamination solution from Station 2 using copious amounts of water.
<b>STATION 4</b>	Tape removal	Remove tape around boots and gloves and deposit in container with plastic liner.
<b>STATION 5</b>	Boot cover removal	Remove boot covers and deposit in containers with plastic liner.
<b>STATION 6</b>	Outer glove removal	Remove outer gloves and deposit in container with plastic liner.
<b>STATION 7</b>	Suit and boot wash	Wash splash suit, gloves, and safety boots. Scrub with long-handled scrub brush and decontamination solution.
<b>STATION 8</b>	Suit and boot and glove rinse	Rinse off decontamination solution using water. Repeat as many times as necessary.
<b>STATION 9</b>	Canister or mask change	If worker leaves exclusion zone to change canister or this is the last step in the decontamination procedure; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, and the worker returns to duty.
<b>STATION 10</b>	Safety boot removal	Remove safety boots and deposit in container with plastic liner.
<b>STATION 11</b>	Splash suit removal	With assistance of helper, remove splash suit. Deposit in container with plastic liner.
<b>STATION 12</b>	Inner glove wash	Wash inner gloves with decontamination solution.
<b>STATION 13</b>	Inner glove rinse	Rinse inner gloves with water.
<b>STATION 14</b>	Face piece removal	Remove face piece. Deposit in container with plastic liner. Avoid touching face with fingers.
<b>STATION 15</b>	Inner glove removal	Remove inner gloves and deposit in lined container.
<b>STATION 16</b>	Inner clothing removal	Remove clothing soaked with perspiration and place in lined container. Do not wear inner clothing off-site since there is a possibility that small amounts of contamination might have been transferred in removing the protective suit.
<b>STATION 17</b>	Field wash	Shower if highly toxic, skin-corrosive or skin-absorbable materials are known or suspected to be present. Wash hands and face if shower is not available.
<b>STATION 18</b>	Re-dress	Put on clean clothes.

## 5.4 DECONTAMINATION PLAN, CONTINUED

## DECONTAMINATION PROCEDURES, MAXIMUM DECONTAMINATION LAYOUT

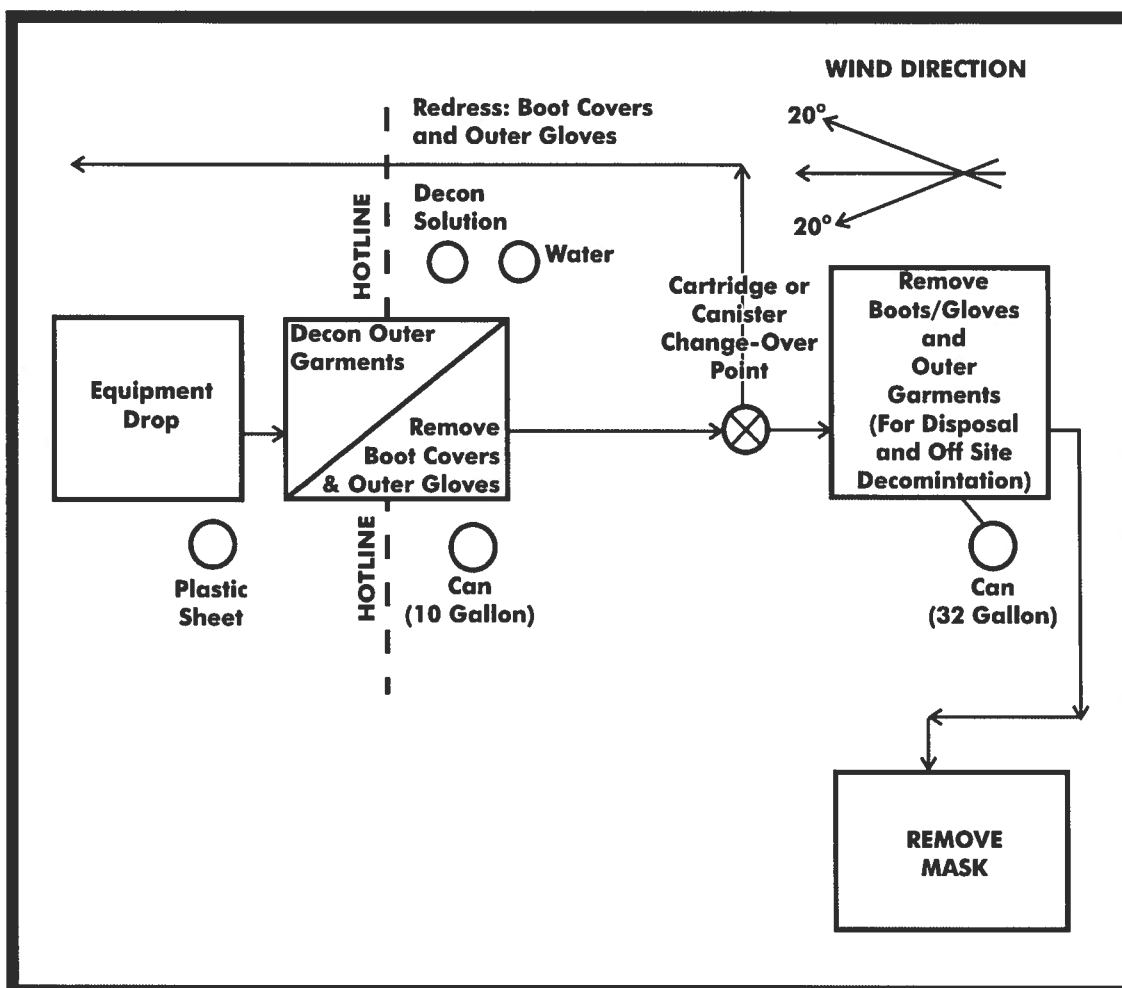


**5.4 DECONTAMINATION PLAN, CONTINUED**

<b>MINIMUM MEASURES FOR DECONTAMINATION</b>		
<b>STATION 1</b>	<b>Equipment drop</b>	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	<b>Outer garment, boots and gloves wash, and rinse</b>	Scrub outer boots, outer gloves, and splash suit with decontamination solution or detergent and water. Rinse off using copious amounts of water.
<b>STATION 3</b>	<b>Outer boot and glove removal</b>	Remove outer boots and gloves. Deposit in container with plastic liner.
<b>STATION 4</b>	<b>Canister or mask change</b>	If worker leaves exclusion zone to change canister (or mask) or this is the last step in the decontamination procedures; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, the worker returns to duty.
<b>STATION 5</b>	<b>Boot, gloves, and outer garment removal</b>	Boots, chemical-resistant splash suit, inner gloves removed and deposited in separate containers lined with plastic.
<b>STATION 6</b>	<b>Face piece removal</b>	Face piece is removed. Avoid touching face with fingers. Face piece deposited on plastic sheet.
<b>STATION 7</b>	<b>Field wash</b>	Hands and face are thoroughly washed. Shower as soon as possible.

## 5.4 DECONTAMINATION PLAN, CONTINUED

## DECONTAMINATION PROCEDURES, MINIMUM DECONTAMINATION LAYOUT



**5.5 DISPOSAL PLAN**

Date:	Location:			
Source of release:				
Amount of release:				
Incident name:				
State On-Scene Coordinator:				
Federal On-Scene Coordinator:				
Time required for temporary storage:				
Proposed storage method:				
Disposal priorities:				
Sample date:			Sample ID:	
Analysis required (type):				
Laboratory performing analysis:				
Disposal options:				
	Available	Likely	Possible	Unlikely
Landfill:				
In situ/ bio-remediation:				
In situ burn:				
Pit burning:				
Hydrocyclone:				
Off site incineration:				
Reclaim:				
Recycle:				
Resources required for disposal options:				
General information:				
Generator name:			US EPA ID#:	
Waste properties:			Waste name:	
US EPA waste code:			State waste code:	
EPA hazardous waste:				
Waste storage and transportation:				
Proposed storage method:				
Proposed transportation method:				

**5.5 DISPOSAL PLAN, CONTINUED**

Permits required for storage:	
Permits required for transportation:	
Estimated storage capacity:	
Number and type of storage required:	
Local storage available for temporary storage of recovered oil:	
PPE required for waste handling:	
Waste coordinator:	Date:
Resources required for disposal options:	
Incident name:	
Sample number:	Date sent:
Source of sample:	
Date sample data received:	
Waste hazardous:	Non-hazardous:
Permits/variances requested:	
Approval received on waste profile:	
Date disposal can begin:	
Disposal facilities:	
Profile number:	
Storage contractors:	
Waste transporters:	
PPE designated and agrees with Site Safety and Health Plan:	

**5.5 DISPOSAL PLAN, CONTINUED**

Additional information:
Waste coordinator:

## 5.6 INCIDENT SECURITY PLAN

<b>INCIDENT SECURITY PLAN</b> <b>(Complete form for each location requiring security)</b>			
Incident name:		Date:	
Incident location:			
Prepared by:	Position:	Date:	
Indicate type of incident facility or area:			
<input type="checkbox"/> Command post	<input type="checkbox"/> Offshore zone		
<input type="checkbox"/> Joint information center	<input type="checkbox"/> Onshore work site		
<input type="checkbox"/> Media briefing room	<input type="checkbox"/> Other:		
<input type="checkbox"/> Staging area			
Incident facility location:			
Hours security required at this location:	Daylight	Night	24 hours
Security forces at this location:			
<input type="checkbox"/> Private	<input type="checkbox"/> Local agency	<input type="checkbox"/> State agency	<input type="checkbox"/> Federal agency
Description:			
Off-site traffic control required:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe:			
Site access controlled by:			
<input type="checkbox"/> Personnel	<input type="checkbox"/> Barricades	<input type="checkbox"/> Gates	<input type="checkbox"/> Other
Describe:			
Security forces at this location:			
<input type="checkbox"/> Check-in list	<input type="checkbox"/> Badges	<input type="checkbox"/> I.D. Card	<input type="checkbox"/> Other
Describe:			



**5.6 INCIDENT SECURITY PLAN, CONTINUED**

INCIDENT SECURITY PLAN, CONTINUED (Complete form for each location requiring security)	
Security forces at this location:	
<input type="checkbox"/> Personnel	<input type="checkbox"/> Locked storage <input type="checkbox"/> 24 hr manned site <input type="checkbox"/> Other
Describe:	
Describe EPA, USCG, FAA, or other agency implemented safety or security zones:	
Additional comments:	
List emergency personnel on-site:	
Site security manager:	Phone number:
Local law enforcement:	Phone number:
State law enforcement:	Phone number:
Federal law enforcement:	Phone number:
Incident security officer:	Phone number:

## 5.7 DEMOBILIZATION PLAN

<b>Incident name:</b>	<b>Location:</b>
<b>Effective date of plan:</b>	<b>Effective time period of plan:</b>
<b>Spill location:</b>	<b>Plan prepared by:</b>

### Demobilization procedures:

- Operations Section will determine which resources are ready for release from a specific collection site
- The Planning Section will provide guidance on release priorities and demobilization recommendations
- Information maintained by the Planning Section will be utilized to assist in the prioritization
- Each incident will require a Decontamination Area
- Decontaminated equipment will be returned to appropriate staging area for release or re-deployment
- Transports for equipment will be required if remote from staging area
- The Planning Section will document all demobilization and decontamination activities
- Equipment designated for re-assignment will be mobilized to the appropriate staging area
- The Supervisor will ensure a log is maintained documenting that proper decontamination procedures are performed for each piece of equipment
- The Operations Section will ensure that redeployed personnel receive proper rest prior to returning to duty
- The Planning Section Chief will monitor personnel redeployment activities to ensure number of hours worked is within acceptable guidelines
- The Operations Section Chief must approve the Demobilization Plan before decontamination, release, or redeployment of any resources

## **SECTION 6**

### **SENSITIVE AREAS / RESPONSE TACTICS**

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#### **6.1 Area Description**

#### **6.2 Spill Containment / Recovery**

**Figure 6.2-1 - Response Tactics for Various Shorelines**

**Figure 6.2-2 - Response to Oil Spills in Urban Environments**

#### **6.3 Sensitive Area Protection**

**Figure 6.3-1 - Sensitive Area Protection Implement Sequence**

**Figure 6.3-2 - Summary of Shoreline and Terrestrial Cleanup Techniques**

#### **6.4 Wildlife Protection and Rehabilitation**

#### **6.5 Endangered and Threatened Species By State**

#### **6.6 Terminal Map Feature Index**

#### **6.7 Terminal Sensitivity Maps**

#### **6.8 Tactical Plans**

## 6.1 AREA DESCRIPTION

Description of shoreline types and specific shoreline protection and clean-up techniques are presented in **FIGURE 6.2-1** and **FIGURE 6.3-2**. The strategies and response examples are guidelines and must be evaluated during the response to ensure that the selected response methods are appropriate for the situation.

Sensitivity maps are provided in **SECTION 6.7**.

## 6.2 SPILL CONTAINMENT / RECOVERY

Containment and recovery refer to techniques that can be employed to contain and recover terrestrial and aquatic petroleum spills.

Terrestrial spills typically result from pipeline or tank leaks. The Company is equipped with secondary containment systems for areas with non-pressurized breakout tanks. Spills occurring within the secondary containment area or along the pipeline areas should be contained at or near their source to minimize the size of the cleanup area and quantity of soil affected.

Containment is most effective when conducted near the source of the spill, where the oil has not spread over a large area and the contained oil is of sufficient thickness to allow effective recovery and/or cleanup. The feasibility of effectively implementing containment and recovery techniques is generally dependent upon the size of the spill, available logistical resources, implementation time, and environmental conditions or nature of the terrain in the spill area.

For terrestrial spills, trenches and earthen berms or other dams are most often used to contain oil migration on the ground surface. Recovery of free oil is best achieved by using pumps, vacuum sources, and/or sorbents.

Spills that reach water spread faster than those on land. They also have greater potential to contaminate water supplies, to affect wildlife and populated areas, and to impact manmade structures and human activities. Responses on water should therefore emphasize stopping the spill, containing the oil near its source, and protecting sensitive areas before they are impacted.

Sorbents are used to remove minor on-water spills. For larger spills, booming is used to protect sensitive areas and to position oil so it can be removed with skimmers or vacuum trucks.

Due to entrainment, booming is not effective when the water moves faster than one knot or waves exceed 1.5 feet in height. Angling a boom will minimize entrainment. Using multiple, parallel booms will also improve recovery in adverse conditions. A summary of booming techniques is provided below.

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**Containment/Diversion  
Berming**

- Berms are constructed ahead of advancing surface spills to contain spill or divert spill to a containment area
- May cause disturbance of soils and some increased soil penetration

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**Blocking/Flow-  
Through Dams**

- Construct dam in drainage course/stream bed to block and contain flow of spill. Cover with plastic sheeting. If water is flowing install inclined pipes during dam construction to pass water underneath dam
- May increase soil penetration

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**Culvert Blocking**

- Block culvert with plywood, sandbags, sediments, etc. to prevent oil from entering culvert

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**Interception Trench**

- Excavate ahead of advancing surface spill to contain spill and prevent further advancement; cover bottom and gradients with plastic
- May cause disturbance of soils and increased soil penetration

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**Containment booming**

- Boom is deployed around free oil
- Boom may be anchored or left to move with the oil

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**Diversion booming**

- Boom is deployed at an angle to the approaching oil
- Oil is diverted to a less sensitive area
- Diverted oil may cause heavy oil contamination to the shoreline downwind and down current
- Anchor points may cause minor disturbance to the environment

---

**Exclusion booming**

- Boom is placed around a sensitive area or across an inlet, a river mouth, a creek mouth, or a small bay
- Approaching oil is contained or deflected (diverted) by the boom
- Anchor points may cause minor disturbance to the environment

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**Sorbent booming**

- Used only on quiet water with minor oil contamination
- Boom is anchored along a shoreline or used in a manner described above
- May use boom made of sorbent material or may pack sorbent material between multiple booms placed parallel to each other

Other cleanup methods include: natural recovery, manual removal/scraping, low-pressure flushing, warm water washing, and burning. Berms and dams are also used in shallow waterways to protect areas.

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See <http://response.restoration.noaa.gov> for the latter two.)

FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Developed/ Unforested land	<ul style="list-style-type: none"> <li>This class includes towns, cities, farms, pastures, fields, reclaimed wetlands, and other altered areas</li> <li>Organisms and algae may be common in riprap structures and on pilings</li> </ul>	<ul style="list-style-type: none"> <li>Oil would percolate easily between the gravel and boulders of riprap structures</li> <li>Oil would coat the intertidal areas of solid structures</li> <li>Biota would be damaged or killed under heavy accumulations</li> </ul>	<ul style="list-style-type: none"> <li>May require high pressure spraying: <ul style="list-style-type: none"> <li>To remove oil</li> <li>To prepare substrate for recolonization of barnacle and oyster communities</li> <li>For aesthetic reasons</li> </ul> </li> </ul>
Freshwater Flat	<ul style="list-style-type: none"> <li>Mud or organic deposits located along the shore or in shallow portions of nontidal freshwater lakes and ponds</li> <li>They are exposed to low wave and current energy</li> <li>They are often areas of heavy bird use</li> </ul>	<ul style="list-style-type: none"> <li>Oil is expected to be deposited along the shoreline</li> <li>Penetration of spilled oil into the water-saturated sediments of the flat will not occur</li> <li>When sediments are contaminated, oil may persist for years</li> </ul>	<ul style="list-style-type: none"> <li>These areas require high priority for protection against oil contamination</li> <li>Cleanup of freshwater flats is nearly impossible because of soft substrate</li> <li>Cleanup is usually not even considered because of the likelihood of mixing oil deeper into the sediments during the cleanup effort</li> <li>Passive efforts, such as sorbent boom can be used to retain oil as it is naturally removed</li> </ul>
Fresh Marsh	<ul style="list-style-type: none"> <li>Found along freshwater ponds and lakes</li> <li>These marshes have various types of vegetative cover, including floating aquatic mats, vascular submerged vegetation, needle and broad-leaved deciduous scrubs and shrubs, and broad-leaved evergreen scrubs and shrubs</li> <li>Birds and mammals extensively use fresh marshes for feeding and breeding purposes</li> </ul>	<ul style="list-style-type: none"> <li>Small amounts of oil will contaminate the outer marsh fringe only; natural removal by wave action can occur within months</li> <li>Large spills will cover more area and may persist for decades</li> <li>Oil, particularly the heavy fuel oils, tends to adhere readily to marsh grasses</li> </ul>	<ul style="list-style-type: none"> <li>Marshes require the highest priority for shoreline protection</li> <li>Natural recovery is recommended when: <ul style="list-style-type: none"> <li>A small extent of marsh is affected</li> <li>A small amount of oil impacts the marsh fringe</li> </ul> </li> <li>The preferred cleanup method is a combination of low-pressure flushing, sorption, and vacuum pumping performed from boats</li> <li>Any cleanup activities should be supervised closely to avoid excessive disturbances of the marsh surface or roots</li> <li>Oil wrack and other debris may be removed by hand</li> </ul>
Swamp	<ul style="list-style-type: none"> <li>Swamps are freshwater wetlands having varying water depths with vegetation types ranging from shrubs and scrubs to poorly drained forested wetlands. Major vegetative types include: scrubs, shrubs, evergreen trees, and hardwood forested woodlands</li> <li>Birds and mammals use swamps during feeding and breeding activities</li> </ul>	<ul style="list-style-type: none"> <li>Even small amounts of spilled oil can spread through the swamp</li> <li>Large spills will cover more area and may persist for decades since water-flushing rates are low</li> <li>Oil, particularly the heavy fuel oils, will adhere to swamp vegetation</li> <li>Unlike mangroves, the roots of swamp forest trees are not exposed; thus, little damage to trees is expected. Any underbrush vegetation, however, would be severely impacted</li> </ul>	<ul style="list-style-type: none"> <li>No cleanup recommended under light conditions</li> <li>Under moderate to heavy accumulations, to prevent chronic oil pollution of surrounding areas placement of sorbent along fringe swamp forest (to absorb oil as it is slowly released) may be effective under close scientific supervision</li> <li>Proper strategic boom placement may be highly effective in trapping large quantities of oil, thus reducing oil impact to interior swamp forests</li> <li>Oil trapped by boom can be reclaimed through the use of skimmers and vacuums</li> </ul>

FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES, CONTINUED

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Open water	<ul style="list-style-type: none"> <li>Have ocean like waves and currents</li> <li>Weather changes effect on-water conditions</li> <li>River mouths present problems</li> <li>Thermal stratification occurs</li> </ul>	<ul style="list-style-type: none"> <li>Most organisms are mobile enough to move out of the spill area</li> <li>Aquatic birds are vulnerable to oiling</li> <li>Human usage (such as transportation, water intakes, and recreational activities) may be restricted</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, and natural recovery are the preferred cleanup methods</li> <li>Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment)</li> <li>Cleanup options include physical herding, sorbents, and debris/vegetation removal</li> </ul>
Large rivers	<ul style="list-style-type: none"> <li>May have varying salinities, meandering channels, and high flow rates</li> <li>May include manmade structures (such as dams and locks)</li> <li>Water levels vary seasonally</li> <li>Floods generate high suspended sediment and debris loads</li> </ul>	<ul style="list-style-type: none"> <li>Fish and migratory birds are of great concern</li> <li>Under flood conditions, may impact highly sensitive areas in floodplains</li> <li>Human usage may be high</li> <li>When sediments are contaminated, oil may persist for years</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, and vacuuming are the preferred cleanup methods</li> <li>Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment)</li> <li>Cleanup options include natural recovery, physical herding, sorbents, and debris/vegetation removal</li> </ul>
Small lakes and ponds	<ul style="list-style-type: none"> <li>Water surface can be choppy</li> <li>Water levels can fluctuate widely</li> <li>May completely freeze in winter</li> <li>Bottom sediments near the shore can be soft and muddy</li> <li>Surrounding area may include wet meadows and marshes</li> </ul>	<ul style="list-style-type: none"> <li>Wildlife and socioeconomic areas likely to be impacted</li> <li>Wind will control the oil's distribution</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, and sorbents are the preferred cleanup methods</li> <li>Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment)</li> <li>Cleanup options include physical herding, sorbents, and debris/vegetation removal</li> </ul>
Small rivers and streams	<ul style="list-style-type: none"> <li>Wide range of water bodies - fast flowing streams to slow moving bayous with low muddy banks and fringed with vegetation</li> <li>May include waterfalls, rapids, log jams, mid-channel bars, and islands</li> <li>Weathering rates may be slower because spreading and evaporation are restricted</li> </ul>	<ul style="list-style-type: none"> <li>Usually contaminate both banks and the water column, exposing a large number of biota to being oiled</li> <li>Water intakes for drinking water, irrigation, and industrial use likely to be impacted</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, sorbents, barriers, and berms are the preferred cleanup methods</li> <li>Sorbents, containment booming, skimming, and vacuum recovery should not be used for gasoline spills unless all available options have been considered and it has been determined that the benefits of containment outweigh the risks; and additionally, until the appropriate safety precautions have been taken (e.g. elimination of ignition sources, control of flammable vapors, and grounding and bonding of recovery equipment)</li> <li>Cleanup options include physical herding, natural recovery, debris removal, vegetation removal, and in-situ burn</li> </ul>



FIGURE 6.2-2 - RESPONSE TO OIL SPILLS IN URBAN ENVIRONMENTS

APPLICABILITY	DESCRIPTION	RECOMMENDED EQUIPMENT	POTENTIAL ISSUES
<p><b>Storm Sewers:</b></p> <p>Spilled product may be able to infiltrate a storm sewer, either directly, via a grate, or indirectly through cracks or gaps in underground pipes.</p>	<ul style="list-style-type: none"> <li>Flushing – Use of high pressure water to move suspended product to a collection area.</li> <li>Jet-Flushing – Specialized sewer cleaning equipment to remove suspended product as well as silt and debris.</li> </ul>	<ul style="list-style-type: none"> <li>Vac Truck</li> <li>Frac Tank</li> <li>Jet Flushing Truck</li> <li>Pumps</li> </ul>	<ul style="list-style-type: none"> <li>Simple flushing may not be able to remove product that has infiltrated silt or "hung up" in corrugated sides of storm piping. Jet flushing may be required.</li> <li>Jet flushing may result in accumulation of solid wastes to be managed. Sewer inspection may require confined space entry.</li> <li>Product may follow the outside of sewer lines.</li> <li>Sewer system may have to be rerouted during response to eliminate recontamination.</li> <li>Storm sewers may be part of a combined sewer system (See Sanitary Sewer System).</li> <li>As part of initial assessment, dye marking may be required along with marking manhole covers to identify locations</li> <li>Collect upstream and downstream water quality samples.</li> </ul>
<p><b>Stormwater Retention Ponds</b></p>	<ul style="list-style-type: none"> <li>Aeration/Sparging – Use of compressors to inject air into the water to volatilize hydrocarbons.</li> <li>Booming - Using sorbent and/or containment booms to contain and recover petroleum products.</li> <li>Skimming – Skimmers may be used depending on concentration of flowing product.</li> <li>Shoreline Cleanup – See Shoreline tactics.</li> <li>Underflow Dams</li> </ul>	<ul style="list-style-type: none"> <li>Vac Truck</li> <li>Frac Tank</li> <li>Compressors</li> <li>Containment Boom</li> <li>Sorbent Boom</li> </ul>	<ul style="list-style-type: none"> <li>Storm water ponds are designed for the temporary storage of storm water. Water conditions may result in the pond overflowing to a storm sewer, to another pond, or to a river. Conditions must be monitored to ensure boom placement matches changing water height.</li> </ul>
<p><b>Sanitary Sewers:</b></p> <p>Spilled product may be able to infiltrate a sanitary sewer indirectly through cracks or gaps in underground pipes.</p>	<ul style="list-style-type: none"> <li>Flushing – Use of high pressure water to move suspended product to a collection area.</li> <li>Jet-Flushing – Specialized sewer cleaning equipment to remove suspended product as well as solids.</li> <li>Biological/Cleaning Agents – Specialized cleaning agents used with flushing to remove petroleum products. Helpful bacteria may remain to assist in cleaning any residual petroleum products.</li> </ul>	<ul style="list-style-type: none"> <li>Vac Truck</li> <li>Frac Tank</li> <li>Jet Flushing Truck</li> <li>Pumps</li> <li>Cleaning Agent</li> </ul>	<ul style="list-style-type: none"> <li>Simple flushing may not be able to remove product that has infiltrated solids or "hung up" in high or low spot in piping. Jet flushing may be required. Jet flushing will result in accumulation of solid wastes to be managed.</li> <li>Sewer system may have to be rerouted upstream of impacted area during response to eliminate recontamination.</li> <li>Product may follow the outside of sewer lines.</li> <li>Any flushing and recovery will result in accumulation of biological wastes which must be stored and handled separately from other recovered petroleum or contact water.</li> <li>Municipalities may not allow cleaning agents to be released to their water treatment plants, requiring recovery downstream of the injection point.</li> <li>As part of the initial assessment, dye marking, manhole marking and air monitoring may be required.</li> <li>Check residential and business properties for vapors that may have migrated through dry traps.</li> <li>Permits may be required to discharge treated water.</li> </ul>

### 6.3 SENSITIVE AREA PROTECTION

Protection refers to the implementation of techniques or methods to prevent oil from making contact with a shoreline or aquatic area that is determined to be sensitive for environmental, economic, cultural, or human use reasons. Implementation of sensitive area protection techniques must consider a number of factors such as sensitive features, priorities for areas to be protected, and potential degree of impact. In the event a product spill reaches a major area waterway, it may be necessary to protect downstream sensitive areas if it appears that local containment and recovery efforts will not be sufficient to control the entire spill. Major waterways and specific sensitive areas located downstream of the pipeline are provided in **SECTION 6.7**.

FIGURE 6.3-1 - SENSITIVE AREA PROTECTION IMPLEMENT SEQUENCE

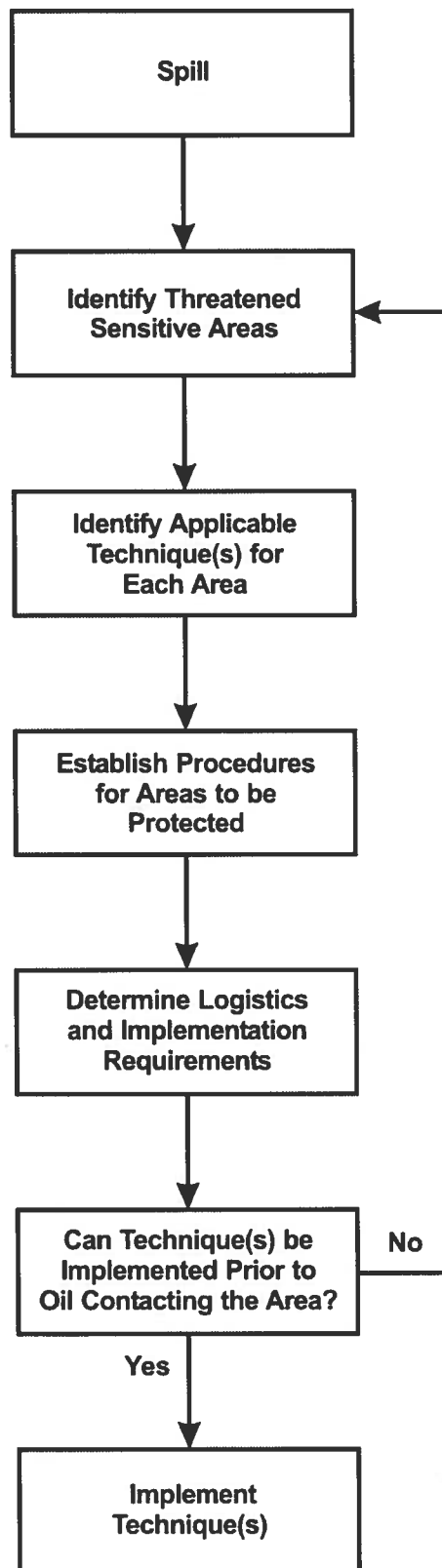


FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>Removal</b>				
1. Manual Removal	Hand tool (scrapers, wire brushes, shovels, cutting tools, wheel barrows, etc.) are used to scrape oil off surfaces or recover oiled sediments, vegetation, or debris where oil conditions are light or sporadic and/or access is limited.	<u>Equipment</u> misc. hand tools <u>Personnel</u> 10-20 workers	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses</li> <li>In areas where roosting or birthing animals cannot or should not be disturbed</li> </ul>	<ul style="list-style-type: none"> <li>Sediment disturbance and erosion potential</li> </ul>
2. Mechanical Removal	Mechanical earthmoving equipment is used to remove oiled sediments and debris from heavily impacted areas with suitable access.	<u>Equipment</u> motor grader, backhoe, dump truck elevating scrapers <u>Personnel</u> 2-4 workers plus equipment operators	<ul style="list-style-type: none"> <li>On land, wherever surface sediments are accessible to heavy equipment</li> <li>Large amounts of oiled materials</li> </ul>	<ul style="list-style-type: none"> <li>Removes upper 2 to 12 inches of sediments</li> </ul>
3. Sorbent Use	Sorbents are applied manually to oil accumulations, coatings, sheens, etc. to remove and recover the oil.	<u>Equipment</u> misc. hand tools misc. sorbents <u>Personnel</u> 2-10 workers	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Free-floating oil close to shore or stranded on shore, secondary treatment method after gross oil removal</li> <li>Sensitive areas where access is restricted</li> </ul>	<ul style="list-style-type: none"> <li>Sediment disturbance and erosion potential</li> <li>Trampling of vegetation and organisms</li> <li>Foot traffic can work oil deeper into soft sediments</li> </ul>
4. Vacuum / Pumps / Skimmers	Pumps, vacuum trucks, skimmers are used to remove oil accumulations from land or relatively thick floating layers from the water.	<u>Equipment</u> 1-2 50- to 100-bbl vacuum trucks w/hoses 1-2 nozzle screens or skimmer heads <u>Personnel</u> 2-6 workers plus truck operators	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Stranded oil on the substrate</li> <li>Shoreline access points</li> </ul>	<ul style="list-style-type: none"> <li>Typically does not remove all oil</li> <li>Can remove some surface organisms, sediments, and vegetation</li> </ul>
<b>Washing</b>				
5. Flooding	High volumes of water at low pressure are used to flood the oiled area to float oil off and out of sediments and back into the water or to a containment area where it can be recovered. Frequently used with flushing.	<u>Equipment</u> 1-5 100- to 200-gpm pumping systems 1 100-ft perforated header hose per system 1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 6-8 workers per system	<ul style="list-style-type: none"> <li>All shoreline types except steep intertidal areas</li> <li>Heavily oiled areas where the oil is still fluid and adheres loosely to the substrate</li> <li>Where oil has penetrated into gravel sediments</li> <li>Used with other washing techniques</li> </ul>	<ul style="list-style-type: none"> <li>Can impact clean downgradient areas</li> <li>Can displace some surface organisms if present</li> <li>Sediments transported into water can affect water quality</li> </ul>

**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES,  
CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>Washing, Continued</b>				
6. Flushing	Water streams at low to moderate pressure, and possibly elevated temperatures, are used to remove oil from surface or near-surface sediments through agitation and direct contact. Oil is flushed back into the water or a collection point for subsequent recovery. May also be used to flush out oil trapped by shoreline or aquatic vegetation.	<u>Equipment</u> 1-5 50- to 100-gpm/ 100-psi pumping systems with manifold 1-4 100-ft hoses and nozzles per system 1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 8-10 workers per system	<ul style="list-style-type: none"> <li>Substrates, riprap, and solid man-made structures</li> <li>Oil stranded onshore</li> <li>Floating oil on shallow intertidal areas</li> </ul>	<ul style="list-style-type: none"> <li>Can impact clean downgradient areas</li> <li>Will displace many surface organisms if present</li> <li>Sediments transported into water can affect water quality</li> <li>Hot water can be lethal to many organisms</li> <li>Can increase oil penetration depth</li> </ul>
7. Spot (High Pressure Washing)	High pressure water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. Oil is directed back into water or collection point for subsequent recovery.	<u>Equipment</u> 1-5 1,200- to 4,000-psi units with hose and spray wand 1-2 100-ft containment booms per unit 1 oil recovery device per unit <u>Personnel</u> 2-4 workers per unit	<ul style="list-style-type: none"> <li>Bedrock, man-made structures, and gravel substrates</li> <li>When low-pressure flushing is not effective</li> <li>Directed water jet can remove oil from hard to reach sites</li> </ul>	<ul style="list-style-type: none"> <li>Will remove most organisms if present</li> <li>Can damage surface being cleaned</li> <li>Can affect clean downgradient or nearby areas</li> </ul>
<b>In Situ</b>				
8. Passive Collection	Sorbent/snare booms or other sorbent materials are anchored at the waterline adjacent to heavily oiled areas to contain and recover oil as it leaches from the sediments.	<u>Equipment</u> 1,000-2,000 ft sorbent/snare boom 200-400 stakes or anchor systems <u>Personnel</u> 4-10 workers	<ul style="list-style-type: none"> <li>All shoreline types</li> <li>Calm wave action</li> <li>Slow removal process</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> </ul>
9. Sediment Tilling	Mechanical equipment or hand tools are used to till lightly to moderately oiled surface sediments to maximize natural degradation processes.	<u>Equipment</u> 1 tractor fitted with tines, dicer, ripper blades, etc. or 1-4 rototillers or 1 set of hand tools <u>Personnel</u> 2-10 workers	<ul style="list-style-type: none"> <li>Any sedimentary substrate that can support heavy equipment</li> <li>Sand and gravel beaches with subsurface oil</li> <li>Where sediment is stained or lightly oiled</li> <li>Where oil is stranded above normal high waterline</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> <li>Disturbs surface sediments and organisms</li> </ul>

**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES,  
CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>In Situ, Continued</b>				
10. In Situ Bioremediation	Fertilizer is applied to lightly to moderately oiled areas to enhance microbial growth and subsequent biodegradation of oil.	<u>Equipment</u> 1-2 fertilizer applicators 1 tilling device if required <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>Any shoreline habitat type where nutrients are deficient Moderate to heavily oiled substrates After other techniques have been used to remove free product on lightly oiled shorelines Where other techniques are destructive or ineffective</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> <li>Can disturb surface sediments and organisms</li> </ul>
11. Log/Debris Burning	Oiled logs, driftwood, vegetation, and debris are burned to minimize material handling and disposal requirements. Material should be stacked in tall piles and fans used to ensure a hot, clean burn.	<u>Equipment</u> 1 set of fire control equipment 2-4 fans 1 supply of combustion promoter <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat</li> <li>Where heavily oiled items are difficult or impossible to move</li> <li>Many potential applications on ice</li> </ul>	<ul style="list-style-type: none"> <li>Heat may impact local near-surface organisms</li> <li>Substantial smoke may be generated</li> <li>Heat may impact adjacent vegetation</li> </ul>
12. Natural Recovery	No action is taken and oil is allowed to degrade naturally.	None required	<ul style="list-style-type: none"> <li>All habitat types</li> <li>When natural removal rates are fast</li> <li>Degree of oiling is light</li> <li>Access is severely restricted or dangerous to cleanup crews</li> <li>When cleanup actions will do more harm than natural removal</li> </ul>	<ul style="list-style-type: none"> <li>Oil may persist for significant periods of time</li> <li>Remobilized oil or sheens may impact other areas</li> <li>Higher probability of impacting wildlife</li> </ul>
13. Dispersants (Under no circumstances will any facility personnel who might be involved in an oil spill response, disperse detergents or other surfactants. These products are prohibited from being used on an oil spill in water; such usage requires written approval of the Regional Response Team, consisting of federal and state agency representatives that coordinate oil spill response efforts)	Dispersants are used to reduce the oil/water interfacial tension thereby decreasing the energy needed for the slick to break into small particles and mix into the water column. Specially formulated products containing surface-active agents are sprayed from aircraft or boats onto the slick.	Dispersants Boat or aircraft	<ul style="list-style-type: none"> <li>Water bodies with sufficient depth and volume for mixing and dilution</li> <li>When the impact of the floating oil has been determined to be greater than the impact of dispersed oil on the water-column community</li> </ul>	<ul style="list-style-type: none"> <li>Use in shallow water could affect benthic resources</li> <li>May adversely impact organisms in the upper 30 feet of the water column</li> <li>Some water-surface and shoreline impacts could occur</li> </ul>
1 - Per 1000 feet of shoreline or oiled area				

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See <http://response.restoration.noaa.gov> for the latter two.)

#### 6.4 WILDLIFE PROTECTION AND REHABILITATION

- The Company will support wildlife protection and rehabilitation efforts during the response, but will not typically directly manage these efforts.
- Company personnel will not attempt to rescue or clean affected wildlife, because such actions may cause harm to the individuals or may place the animals at further risk.
- Federal and state agencies responsible for wildlife capture and rehabilitation will typically coordinate capturing and rehabilitating oiled wildlife; a list of these agencies are included in **FIGURE 3.1-3**.
- Wildlife rehabilitation specialists may be utilized to assist in capturing and rehabilitating oiled animals as well as deterring unaffected animals away from the spill site.

## 6.5 ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Bat, gray	<i>Myotis grisescens</i>	Caves and mines; rivers adjacent to forests	E	Kansas
Beetle, American burying	<i>Nicrophorus americanus</i>	Cropland/hedgerow	E	Kansas
Crane, whooping except where EXPN	<i>Grus americana</i>	Freshwater marshes and wet prairies	E	Kansas
Curlew, Eskimo	<i>Numenius borealis</i>	Cropland/hedgerow, grassland/herbaceous, tundra	E	Kansas
Ferret, black-footed entire population, except where EXPN	<i>Mustela nigripes</i>	Grasslands, steppe, and shrub steppe	E	Kansas
Madtom, Neosho	<i>Noturus placidus</i>	Large, medium-gradient streams	T	Kansas
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Kansas
Orchid, western prairie fringed	<i>Platanthera praeclara</i>	Mesic to wet prairies	T	Kansas
Plover, piping except Great Lakes watershed	<i>Charadrius melodus</i>	Lakeshore beaches	T	Kansas
Shiner, Arkansas River Arkansas R. Basin	<i>Notropis girardi</i>	Benthopelagic; freshwater	T	Kansas
Shiner, Topeka	<i>Notropis topeka (=tristis)</i>	Streams	E	Kansas
Sturgeon, pallid	<i>Scaphirhynchus albus</i>	Free-flowing riverine	E	Kansas
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Kansas

T - Threatened

E - Endangered



**6.6 TERMINAL MAP FEATURE INDEX**

MAP ID#	MAP NAME	FEATURE	NAME
1	Map 1 of 12	Transportation Route	US 36
2	Map 2 of 12	Transportation Route	Dirt Road
3	Map 4 of 12	Utility	Atchison Water Filter Plant Intake
4	Map 4 of 12	Boat Ramp	Boat Ramp
5	Map 4 of 12	Utility	Burlington Northern and Santa Fe Railroad
6	Map 4 of 12	Transportation Route	US 59
7	Map 5 of 12	Conservation Area	Little Bean Marsh Conservation Area
8	Map 6 of 12	Water Intake	Kansas City Power & Light Intan Plant
9	Map 6 of 12	Utility	Powerline
10	Map 6 of 12	Military	Fort Leavenworth Military Reservation
11	Map 6 of 12	Park	Weston Bend State Park
12	Map 7 of 12	Federal	Federal Penitentiary Farm
13	Map 7 of 12	Park	Riverfront Park
14	Map 7 of 12	Transportation Route	SR 92
15	Map 7 of 12	Boat Ramp	Boat Ramp
16	Map 7 of 12	Water Intake	Levenworth Water Dept.
17	Map 7 of 9	Park	VA Park
18	Map 9 of 12	Transportation Route	I - 435
19	Map 10 of 12	Water Intake	Johnson County WD #1 & #2
20	Map 10 of 12	Water Intake	Mid-Continent Asphalt
21	Map 10 of 12	Park	English Landing Park
22	Map 10 of 12	Transportation Route	I-635

**6.6 TERMINAL MAP FEATURE INDEX**

MAP ID#	MAP NAME	FEATURE	NAME
23	Map 10 of 12	Water Intake	KC Board of Public Works
24	Map 11 of 12	Transportation Route	US 69
25	Map 11 of 12	Park	E.H. Young Riverfront Park
26	Map 11 of 12	Water Intake	KC Water Dept
27	Map 11 of 12	Transportation Center	KC Downtown Airport
28	Map 12 of 12	Park	Holland Park
29	Map 12 of 12	Park	Kaw Point Riverfront Park
30	Map 12 of 12	Transportation Route	US 169
31	Map 12 of 12	Water Intake	Kansas City Power & Light
32	Map 12 of 12	Utility	Burlington Norther and Sante Fe Railroad
33	Map 12 of 12	Transportation Route	SR 9
34	Map 12 of 12	Park	Richard L Berkley Riverfront Park
35	Map 12 of 12	Transportation Route	I-29

## 6.7 TERMINAL SENSITIVITY DESCRIPTION

### EXPLANATION OF THE VULNERABILITY ANALYSIS:

A Vulnerability Analysis has been conducted for the terminal using the following general methodology (in accordance with 40CFR 112, Appendix F, paragraph 1.4.2 and 1.4.3, and external references provided therein):

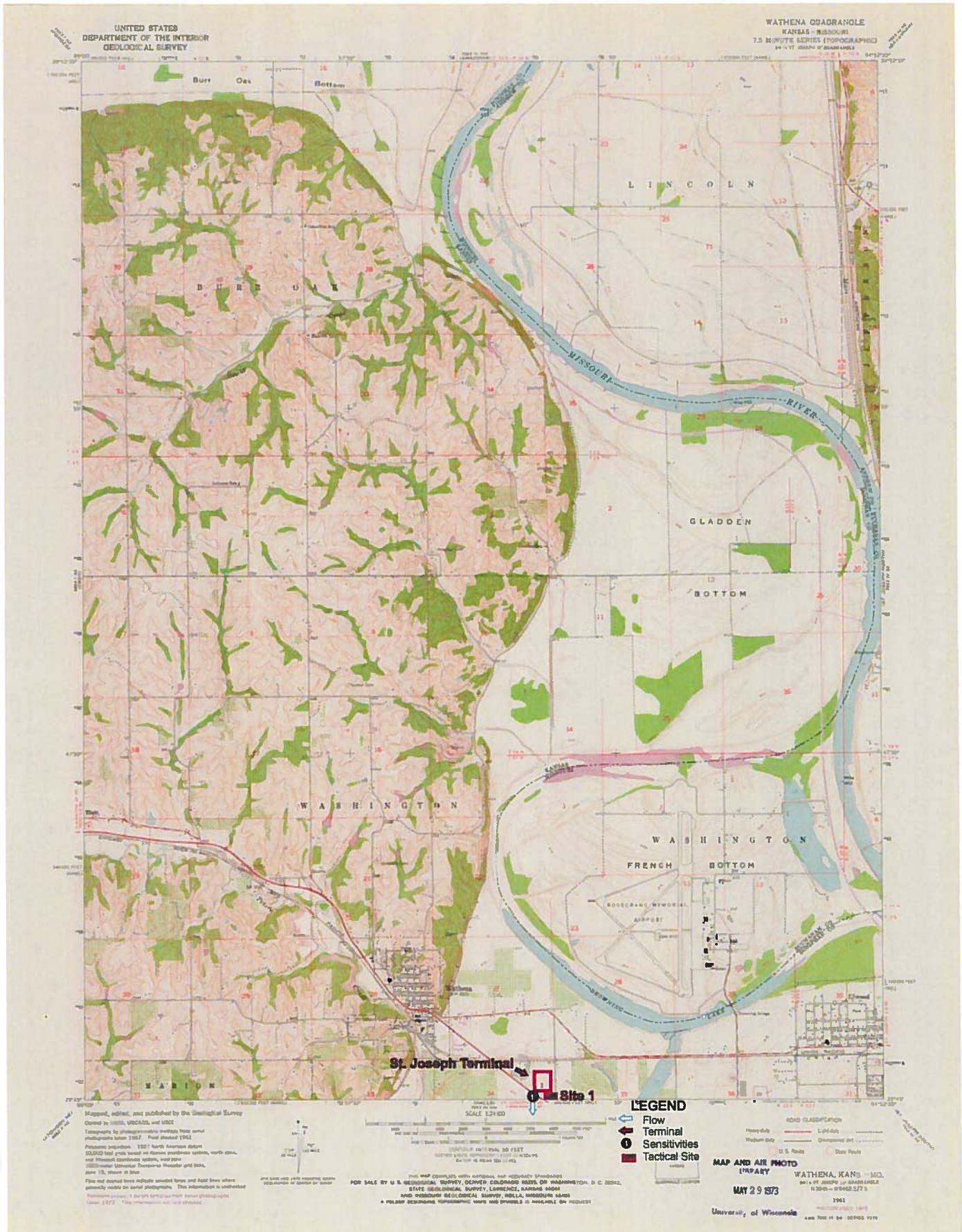
- Hazards identified in **FIGURE C-4** of this terminal Integrated Contingency Plan (ICP) are carefully reviewed for spill potential.
- Worst-case, Medium and Small Spill Scenarios are developed on the basis of spill history of the terminal; vulnerability to natural disaster; the operator's knowledge and experience related to the terminal's spill history, container age and other factors; and the sensitivities identified within the calculated planning distance.
- Sensitive receptors are reviewed, and Tactical Plans are developed to mitigate the risk of exposure of the identified receptors to an oil spill.
- Tactical exercises and oil spill prevention meetings are conducted to increase awareness, decrease the probability of oil spills, and increase the effectiveness of mitigation techniques employed should a spill occur.

Within this ICP, the Vulnerability Analysis required under Pt 112, App. F is split across three sections in the document. **APPENDIX C** comprises the hazard analysis (Spill Prevention Containment and Countermeasures Plan); **APPENDIX D** comprises the hazard analysis continuation, scenario analysis and downstream planning distance calculations; and **SECTION 6** comprises the sensitivity analysis – this is also where the detailed Tactical Site Plans are located.

## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for St. Joe Map 1 ) 1

# St. Joseph Terminal Map 1 of 12

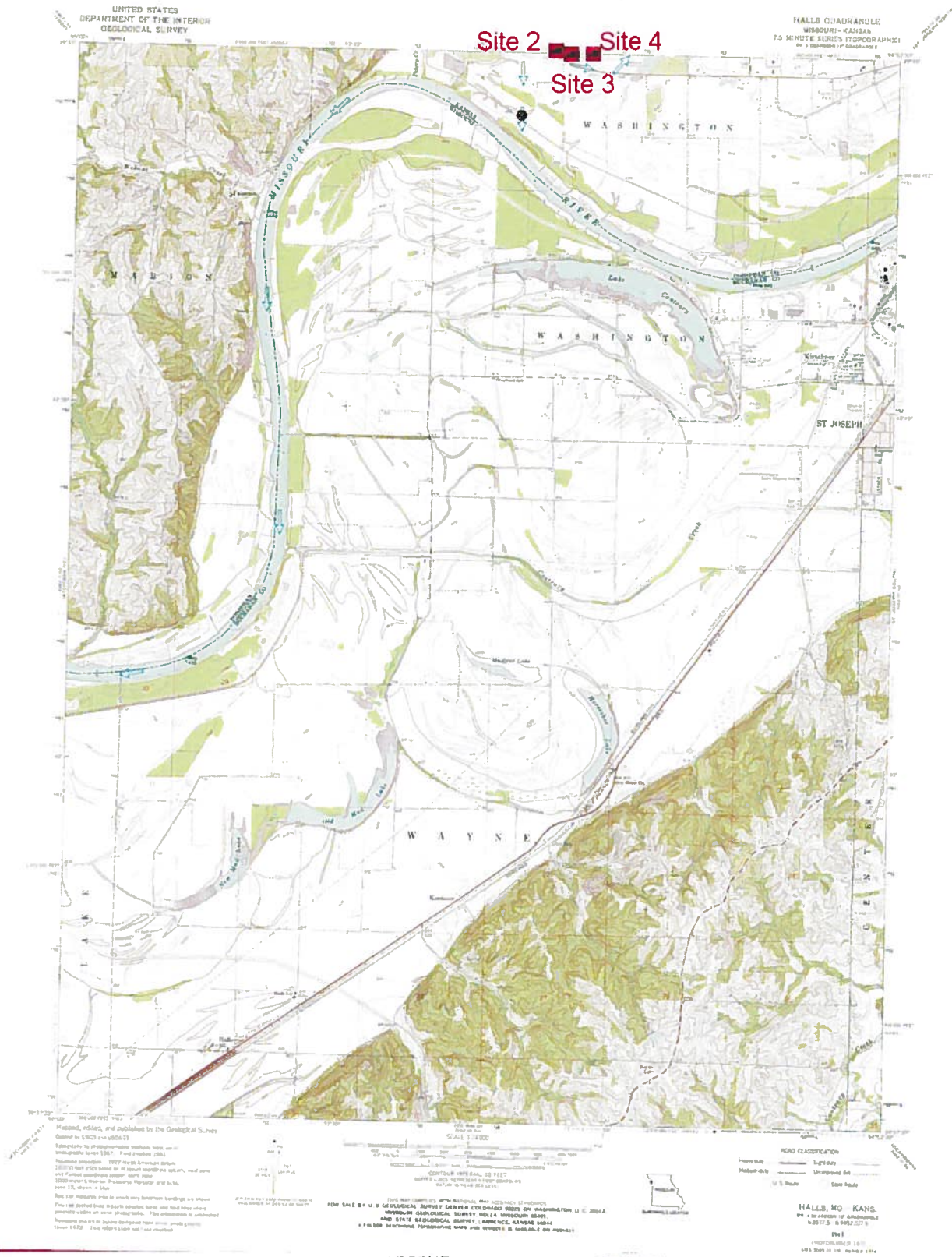


## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 2



## St. Joseph Terminal Map 2 of 12



### LEGEND

-  Termination  
 First Receptor  
 Well Head Protection Area  
 Planning Distance  
 Flow  
 Municipal Water Intake  
 Sensitivities  
 Tactical Site

## 6.7 TERMINAL SENSITIVITY MAPS

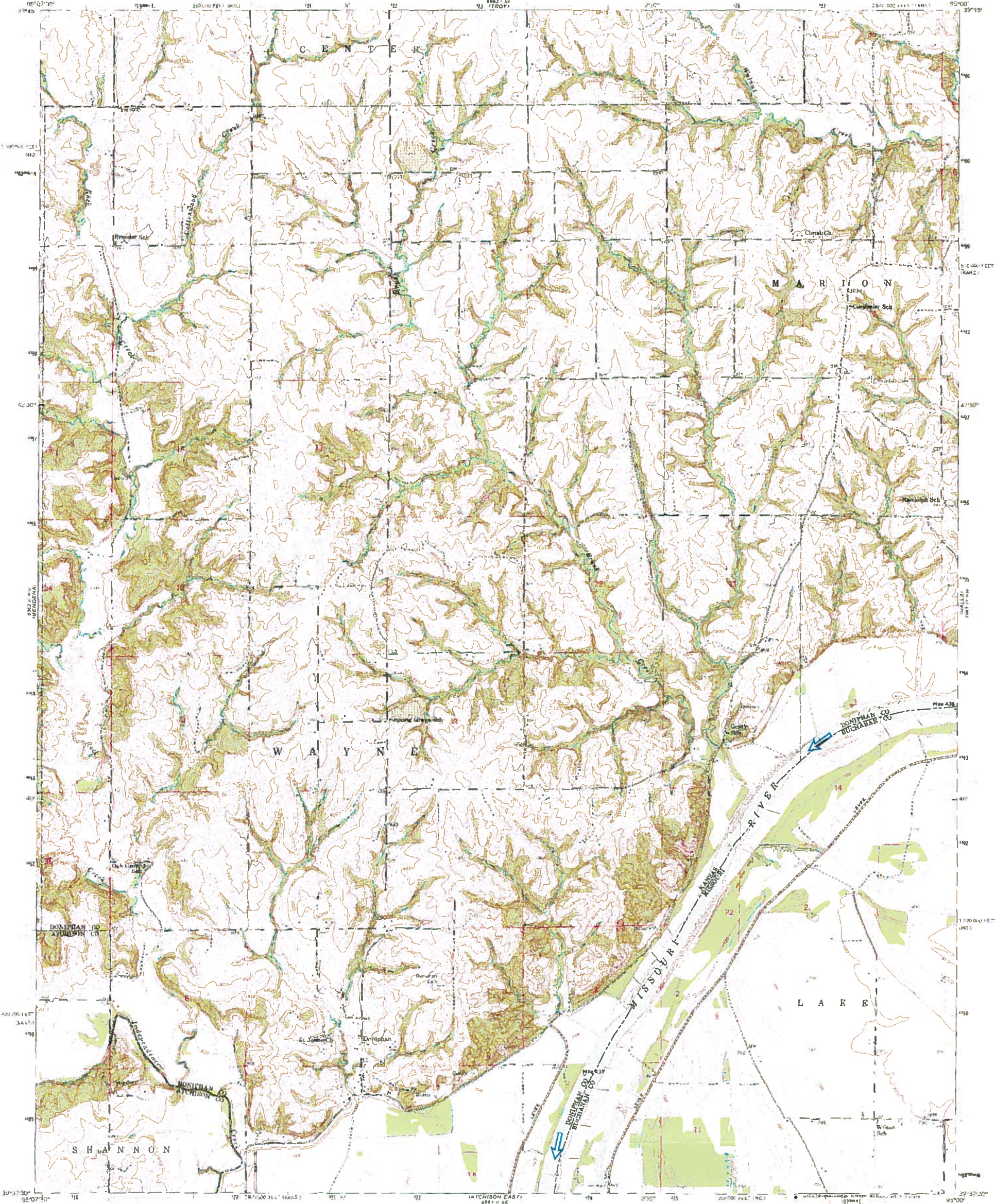
(Click here for Sensitivity Maps ) 3



St. Joseph Terminal Map 3 of 12

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

ATCHISON NE QUADRANGLE  
KANSAS—MISSOURI  
7.5 MINUTE SERIES (TOPOGRAPHIC)  
NE 1/4 ATCHISON 15' QUADRANGLE



Maped, edited, and published by the Geological Survey  
Control by USGS and USCGS  
Topography from aerial photography by photogrammetric methods  
and by planimetric surveys 1959. Aerial photography taken 1957.  
Polyconic projection. 9.2' North American datum.  
1:000-foot grids based on Kansas coordinate system, north zone,  
and Missouri coordinate system, west zone.  
2000-foot Universal Transverse Mercator grid ticks  
zone 15, shown in blue.  
New points shown in purple compiled from aerial photography  
taken 1972. This information not field checked.

THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS  
FOR SALE BY U.S. GEOLOGICAL SURVEY, DENVER, COLORADO 80225, OR WASHINGTON, D.C. 20242  
STATE GEOLOGICAL SURVEY, LAWRENCE, KANSAS 66044  
AND MISSOURI GEOLOGICAL SURVEY, ROLLA, MISSOURI 65401  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST

LEGEND

- Terminal
- First Receptor
- Well Head Protection Area
- Planning Distance
- Flow
- Municipal Water Intake
- Sensitivities
- Tactical Site

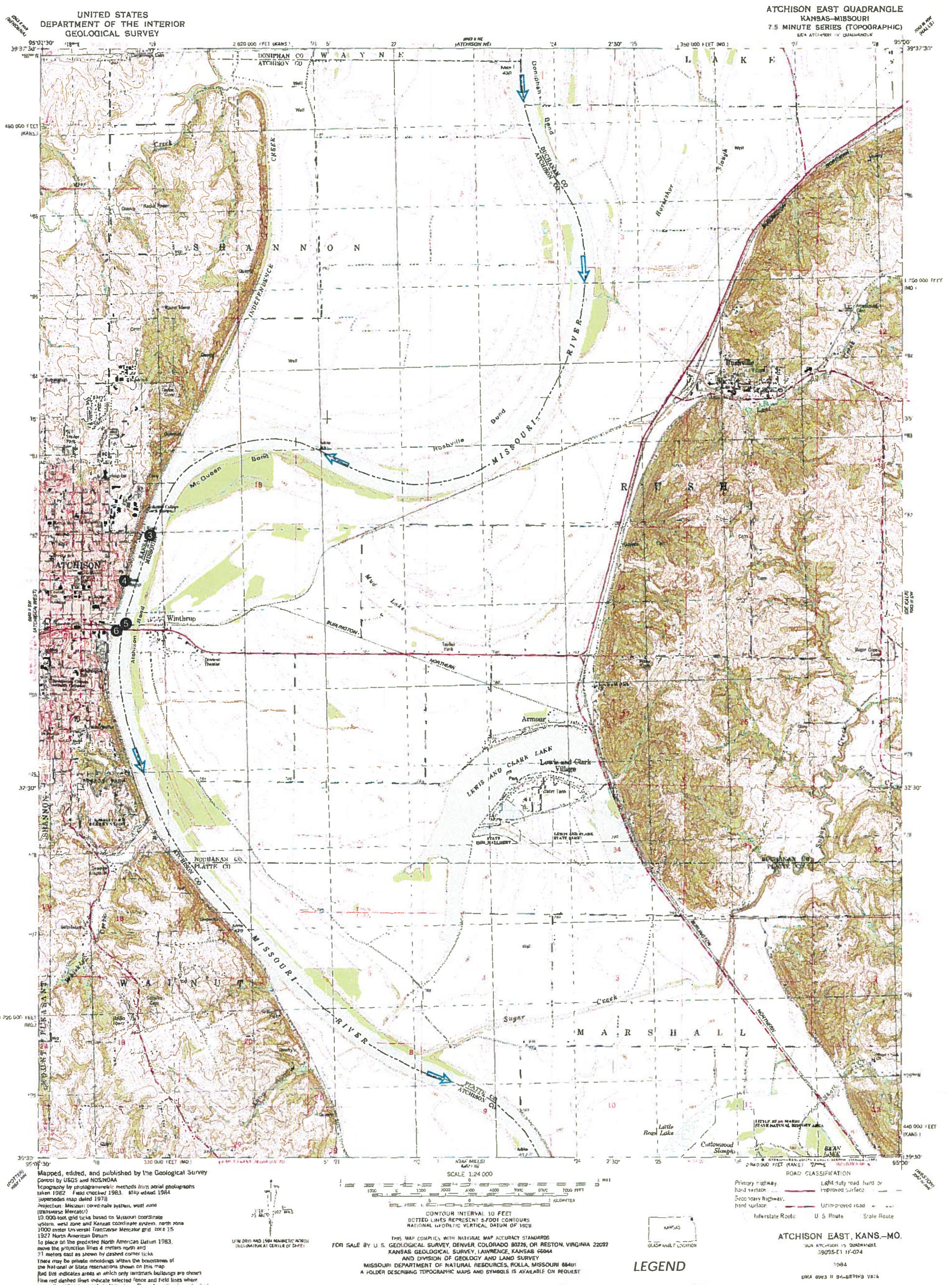


## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 4



## St. Joseph Terminal Map 4 of 12





## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 5



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

OAK MILLS QUADRANGLE  
KANSAS-MISSOURI  
7.5 MINUTE SERIES (TOPOGRAPHIC)

Maped, edited, and published by the Geological Survey  
Control by USGS and NOS/NOAA  
Topography by photogrammetric methods from aerial photographs  
taken 1982. Field checked 1983. Map edited 1984.  
Supersedes map dated 1979.  
Projection: Kansas coordinate system, north zone  
(Lambert conformal conic)  
10,000-foot grid ticks based on Kansas coordinate  
system, north zone and Missouri coordinate system, west zone  
1000-meter Universal Transverse Mercator grid, zone 15  
1927 North American Datum  
To place on the projected North American Datum 1983,  
move the projection lines 4 centimeters north and  
21 meters east as shown by dashed corner ticks.  
There may be private landholdings within the boundaries of  
the National or State reserved lands shown on this map.  
Fine red dashed lines indicate selected fence and field lines where  
generally visible on aerial photographs. This information is unchecked.

SCALE 1:24,000

CONTOUR INTERVAL 10 FEET  
DOTTED LINES REPRESENT 5-FOOT CONTOURS  
NATIONAL GEODETIC VERTICAL DATUM OF 1929  
THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS  
KANSAS GEOLOGICAL SURVEY, DENVER, COLORADO 80226, OR RESTON, VIRGINIA 22082  
KANSAS GEOLOGICAL SURVEY, LAWRENCE, KANSAS 66044  
AND DIVISION OF GEOLOGY AND LAND SURVEY  
MISSOURI DEPARTMENT OF NATURAL RESOURCES, JOLLA, MISSOURI 65401  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST

LEGEND

Terminal  
First Receptor  
Well Head  
Protection Area  
Planning Distance  
Flow  
Municipal Water Intake  
Sensitivities  
Tactical Site

ROAD CLASSIFICATION  
Priority highway  
hard surface  
Secondary highway,  
hard surface  
Interstate Route  
U.S. Route  
State Route  
Unimproved road  
light-duty road, hard or  
improved surface

OAK MILLS, KANS.-MO.  
39098-21-TF-024  
1984  
Data 9908 / 112 SERIES VHT8

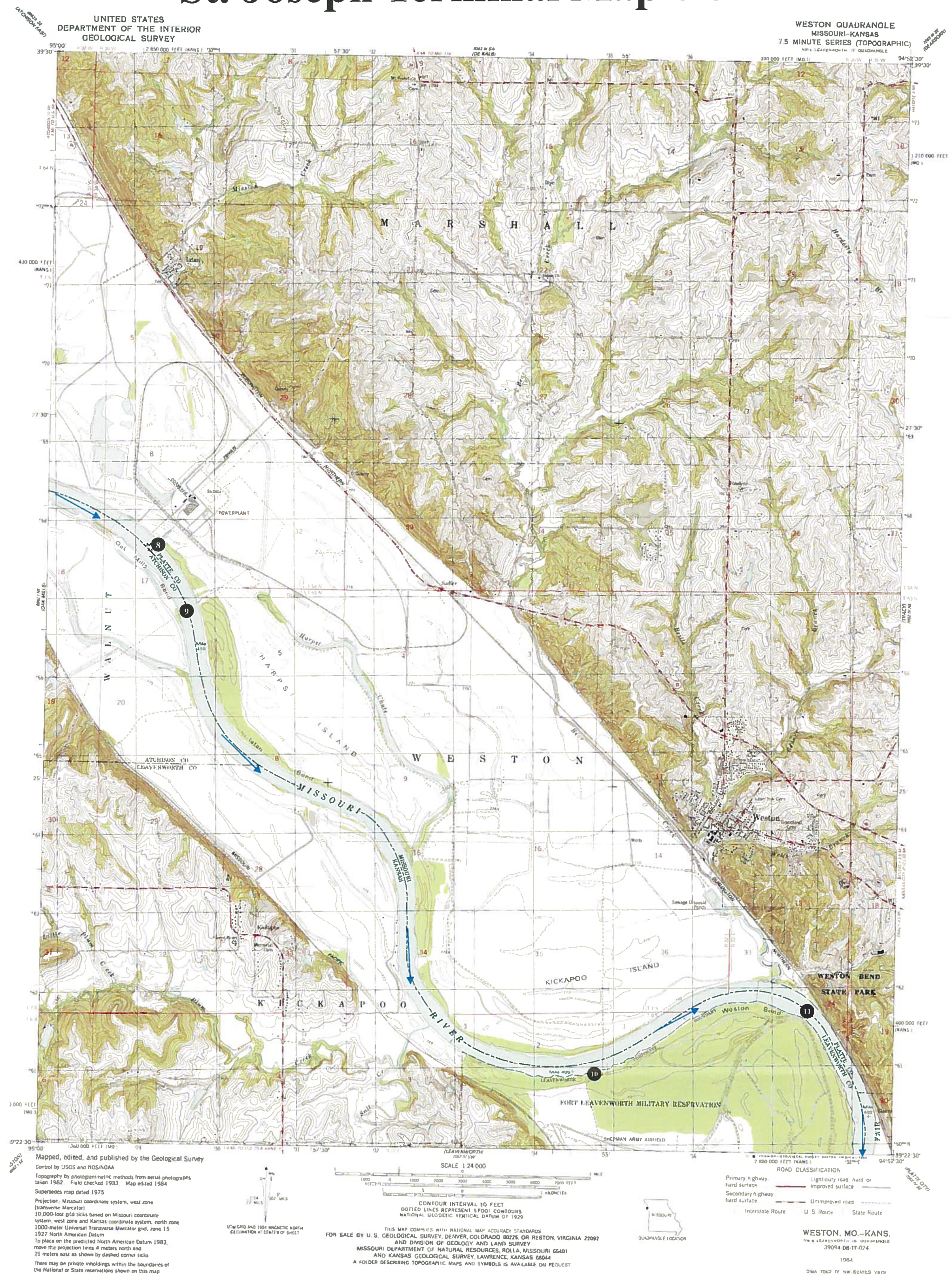


## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 6



# St. Joseph Terminal Map 6 of 12



### Legend



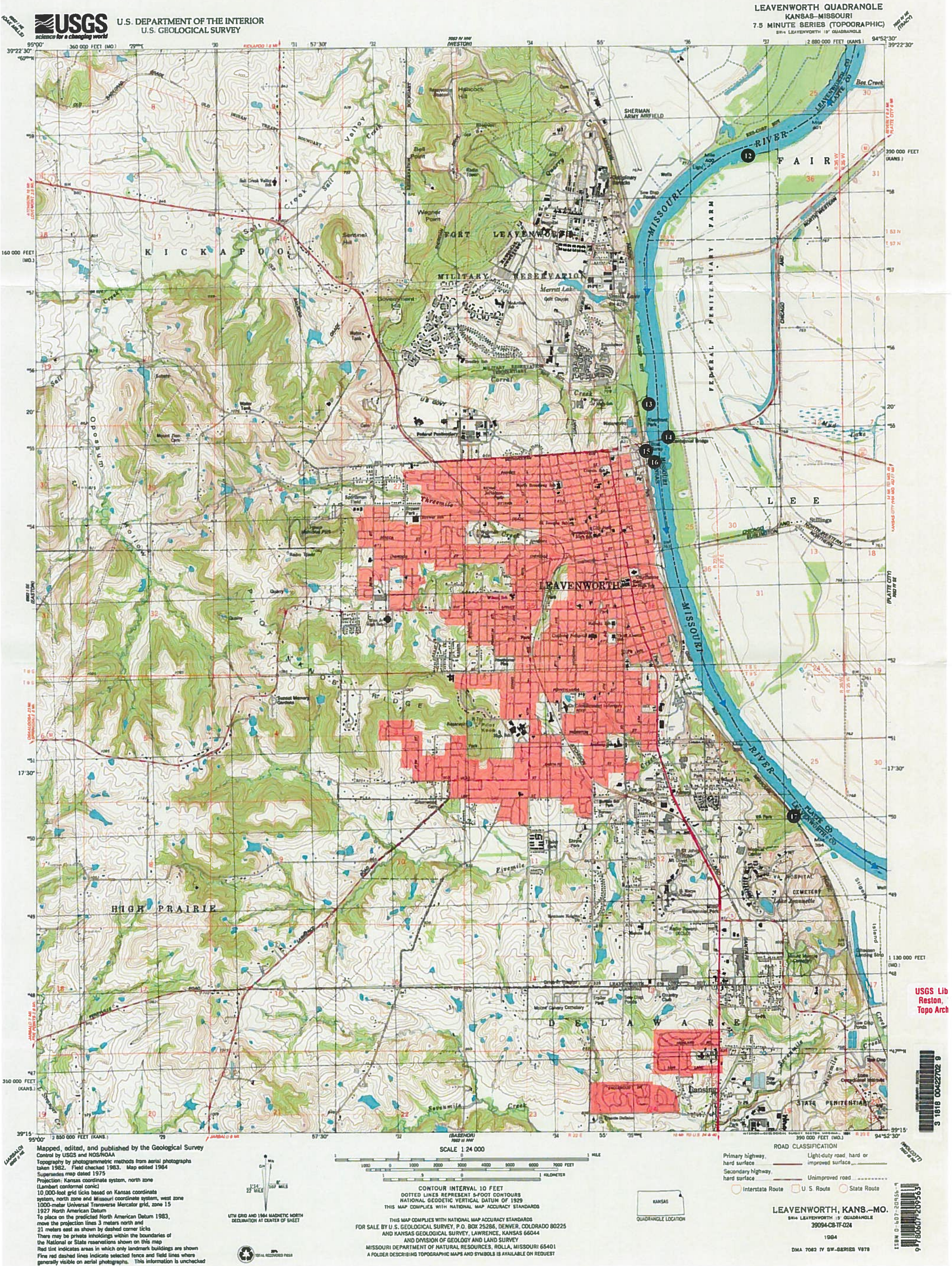


## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 7



# St. Joseph Terminal Map 7 of 12





## 6.7 TERMINAL SENSITIVITY MAPS

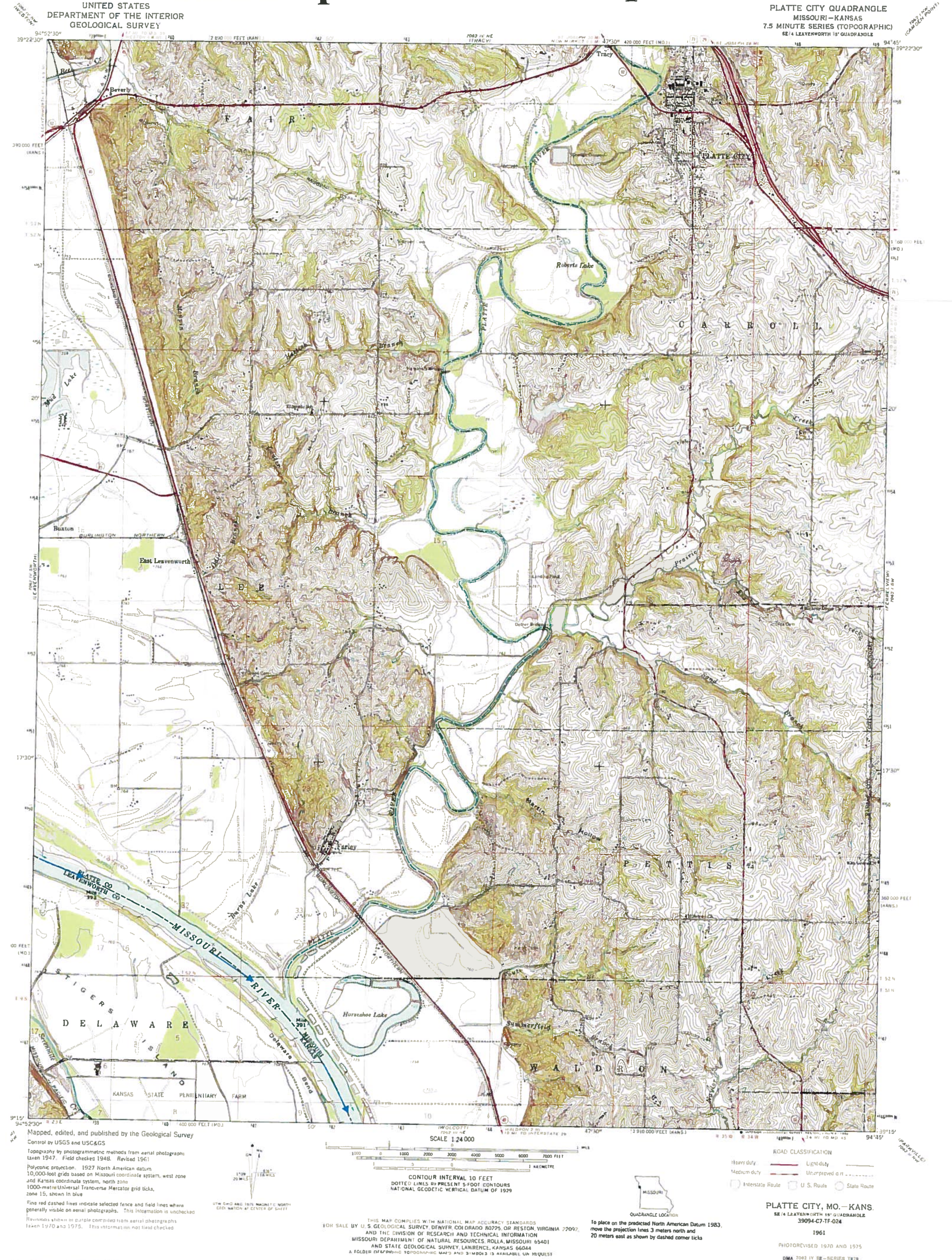
(Click here for Sensitivity Maps ) 8











# St. Joseph Terminal Map 8 of 12

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

PLATTE CITY QUADRANGLE  
MISSOURI-KANSAS  
7.5 MINUTE SERIES (TOPOGRAPHIC)  
S2/4 LEAVENWORTH 15' QUADRANGLE



### Legend

-  **Terminal**       **Planning Distance**  
 **First Receptor**       **Flow**  
 **Well Head**       **Sensitivities**  
**Protection**       **Municipal Water Intake**  
**Are**       **Tactical Site**



## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 9



# St. Joseph Terminal Map 9 of 12



## Legend

- ← Terminal

← First Receptor

⊕ Well Head

Protection

Ar
- ← Planning Distance

← Flow

● Sensitivities

★ Municipal Water Intake

Tactical Site



## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 10



# St. Joseph Terminal Map 10 of 12



## Legend

- Terminal
- First Receptor
- Well Head
- Protection Area
- Planning Distance
- Flow
- Sensitivities
- Municipal Water Intake
- Tactical Site



## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 11





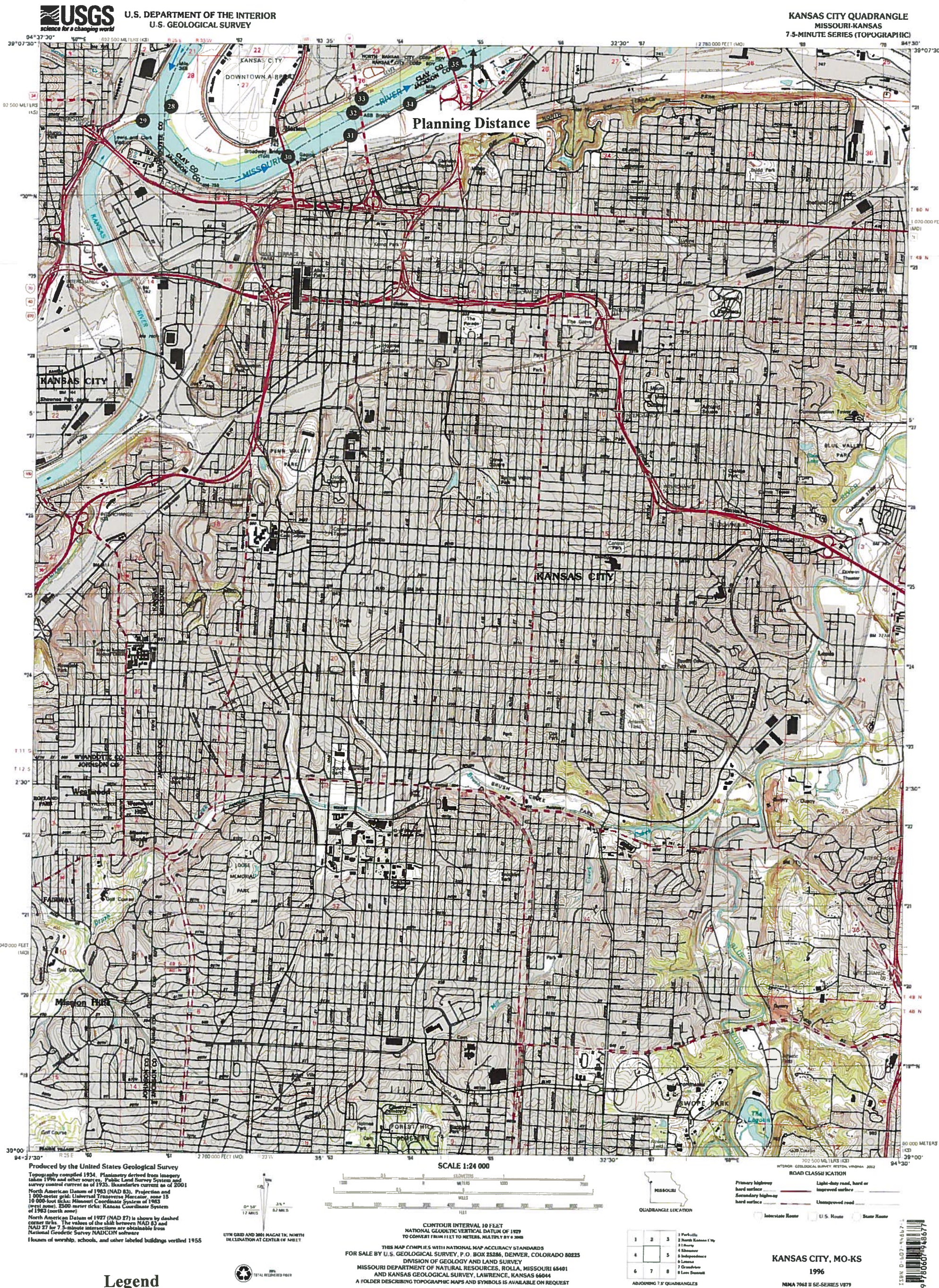


## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for Sensitivity Maps ) 12



# St. Joseph Terminal Map 12 of 12



## Legend

- Terminal
- Planning Distance
- First Receptor
- Flow
- Well Head
- Sensitivities
- Protection
- Municipal Water Intake
- Tactical Site



## 6.7 TERMINAL SENSITIVITY MAPS

(Click here for St. Joseph Terminal Threatened & Endangered Species ) 13

# **St. Joseph Terminal Threatened & Endangered Species**

Species	Status	Habitat	County	State
<u>Pallid sturgeon (<i>Scaphirhynchus albus</i>)</u>	Endangered	Bottoms of large, silty rivers with natural hydrographs.	Doniphan/ Atchison/ Leavenworth/Wyandotte	Kansas
<u>Pallid sturgeon (<i>Scaphirhynchus albus</i>)</u>	Endangered	Bottoms of large, silty rivers with natural hydrographs.	Buchanan/Platte/ Clay/Jackson	Missouri
<u>Indiana bat (<i>Myotis sodalis</i>)</u>	Endangered	Hibernacula = Caves and mines Maternity and foraging habitat = small stream corridors with well developed riparian woods; upland forests	Buchanan/Platte/Clay/Jackson	Missouri
<u>Mead's milkweed (<i>Asclepias meadii</i>)</u>	Threatened	Disturbed bottomland meadows.	Leavenworth	Kansas
<u>Western prairie fringed orchid (<i>Platanthera praeclara</i>)</u>	Threatened	Occurs most often in mesic to wet unplowed tallgrass prairies and meadows but have been found in old fields and roadside ditches.	Leavenworth	Kansas

## 6.8 TACTICAL PLANS

(Click here for Tactical Plans) 1





**RESPONSE STRATEGY**

**Latitude/Longitude:** N 39° 44' 57"/ W 94° 55' 37"

**Location:** Doniphan County, Wathena, KS

**Water Way:** Road Drainage Ditch

**Owner:** TBD

**Distance from Spill Source:** 100 yards

**Map Reference:** Wathena

**Response Objective:** Containment and Recovery

**Response Tactic: - Normal Conditions**

For planning purposes, a spill from a tank truck leaving the facility is considered the most likely source of petroleum migrating off-site. In this scenario, the spill would travel south to the US Highway 36 drainage ditch. Facility personnel will respond by sealing the culverts (1. facility drive culvert and/or 2. frontage road culvert east of the facility drive) using poly sheeting, lumber and /or sandbags to pool product for collection by vac truck and skimmer and/or sorbents. In the event petroleum migrates beyond the culverts, facility personnel will respond by deploying containment boom at the retention pond bound by the on ramp to Hwy 36 and Vernon Road. Containment boom will be placed around the inlets/outlets at the retention pond (two total). The blocking technique and, if necessary, boom deployment in the retention pond will serve as the "functional equivalent" of 1000' of boom. Additional personnel and equipment will be requested from OSRO's as necessary. The company OSRO will respond with a vacuum truck within 2-hours to recover contained petroleum.

**Watercourse Description:** Drainage ditch, 5-6 ft. wide, mud banks and bottom, 0-2 ft. deep.

**Description of Worksite:** Rural area, multi-lane paved road access. light traffic.

**Critical Response Information:** Air monitoring and PPE per Site Safety Plan.

Date Last Revised: January 13, 2012

**LEGEND**

Origin ● Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to Us Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

Cross intersection northwest 500 yards to worksite.

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
	50' - 75'	Containment Boom
	40 feet	Sorbent Boom
		Vac Truck(s)
		Skimmer(s) - (Suction, Weir, Oleophilic)
		Sorbent pad(s)
		Poly Sheeting
	(2) sheets	4' x 8' x 1/2" Plywood
	10	Sandbags

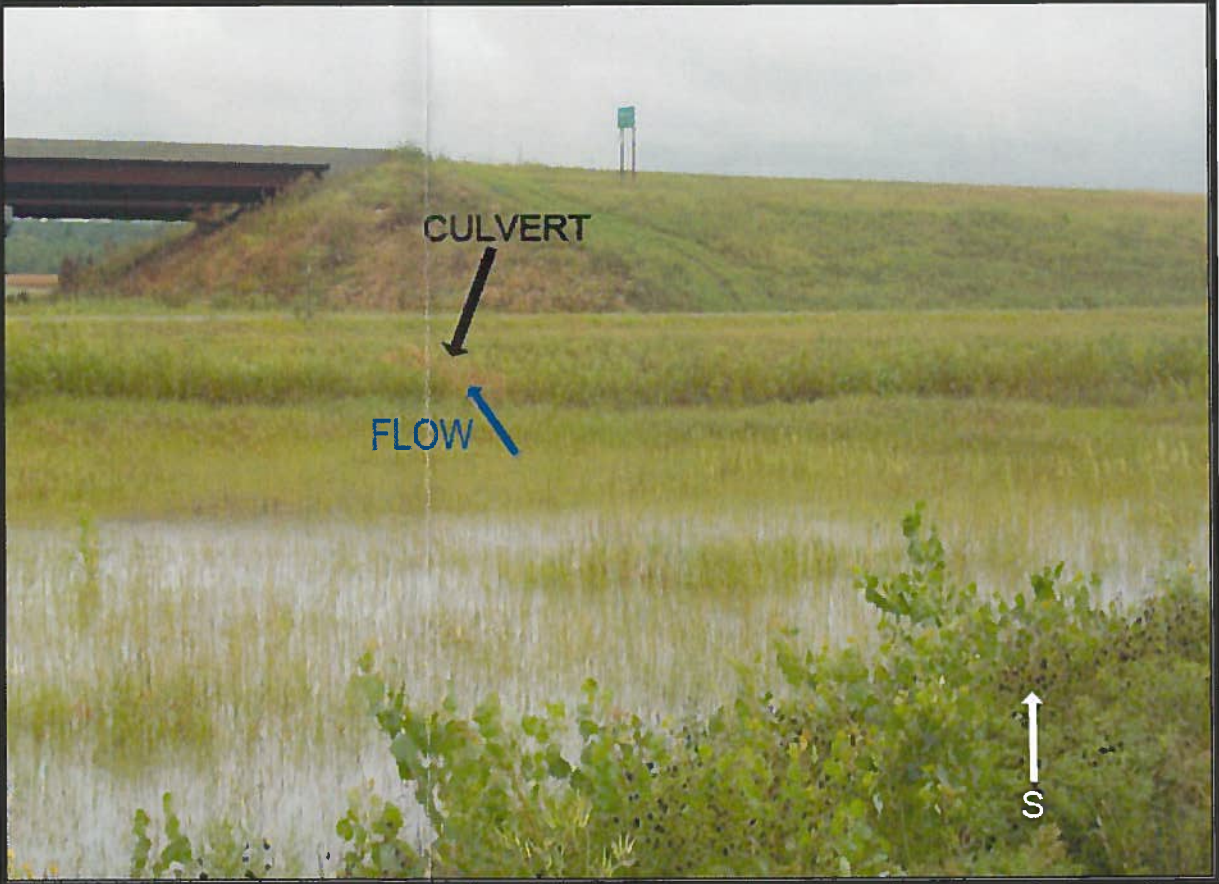
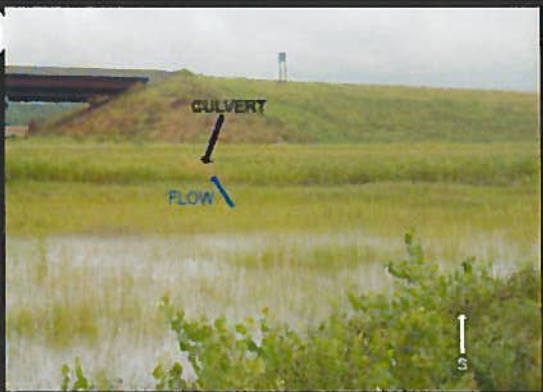
RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
	(2)	Local Responders
		Laborer(s)
		Supervisor(s)
		Equipment Operator(s)
		Vac Truck Operator(s)
		Boat Operator(s)



## 6.8 TACTICAL PLANS

(Click here for Tactical Plans) 2





RESPONSE STRATEGY

Latitude/Longitude: N 39° 44' 52"/ W 94° 55' 01"

Location: Doniphan County, Wathena, KS

Water Way: Storm Water Retention Area (west of Vernon Road/165th Street intersection)

Owner: Missouri Department of Transportation

Distance from Spill Source: 500 yards

Map Reference: Wathena

Response Objective: Containment and Recovery

Response Tactic: - Normal Conditions

Seal off flow through culvert out of storm water retention area by placing plywood against culvert, blocking flow. Secure plywood in place using the stakes and sandbags. Collect pooled product with a vac trucks. Sorbent booms and pads may also be placed downstream in the event that some product has already migrated past the containment point or upstream to collect product in the storm water retention area.

Watercourse Description: Storm water retention area, approximately 430 feet wide and 600 feet long, depth varies and may be approximately 1 to 2 feet deep, grass banks and bottom

Description of Worksite: Rural area, multi-lane paved road access, light traffic.

Critical Response Information: Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008

**LEGEND**

Origin ● Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to US Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

Site 2 is west of the intersection of 165th Street and Vernon Road.

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
4		Metal Culvert Pipes
1		Trac-hoe
400 ft		Sorbent Boom
1		Vac Truck(s)
1		Frac Tank(s)
1		Skimmer(s) - (Suction, Weir, Oleophilic)
100 ft		3/8" Polypropylene Line
12		Stake(s)
4		Sledge hammer(s)
6 bales		Sorbent pad(s)
2 cases		85 gallon drum liners
2 rolls		Poly Sheeting
5		4' x 8' x 1/2" Plywood
4		Shovels

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
1		Light tower(s)
2		Port-o-lets(s)

RECOMMENDED PERSONNEL		
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
2		Equipment Operator(s)
4		Laborer(s)



## 6.8 TACTICAL PLANS

(Click here for Tactical Plans) 3





RESPONSE STRATEGY

Latitude/Longitude: N 39° 44' 51"/W 94° 54' 50"

Location: Doniphan County, Wathena, KS

Water Way: Storm Water Retention Area (west of 165th Street & Vernon Road intersection)

Owner: Missouri Department of Transportation

Distance from Spill Source: 500 yards

Map Reference: Wathena

Response Objective: Containment and Recovery

Response Tactic: - Normal Conditions

Seal off flow through culvert out of storm water retention area by placing plywood against culvert, blocking flow. Secure plywood in place using the stakes and sandbags. Collect pooled product with a vac trucks. Sorbent booms and pads may also be placed downstream in the event that some product has already migrated past the containment point or upstream to collect product in the storm water retention area.

Watercourse Description: Storm water retention area, approximately 430 feet wide and 600 feet long, depth varies and may be approximately 1 to 2 feet deep, grass banks and bottom

Description of Worksite: Rural area, multi-lane paved road access, light traffic.

Critical Response Information: Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008

**LEGEND**      Origin ●      Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to US Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

Site 3 is west of the intersection of 165th Street and Vernon Road.

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
4		Metal Culvert Pipes
1		Trac-hoe
1		Vac Truck(s)
1		Frac Tank(s)
1		Skimmer(s) - (Suction, Weir, Oleophilic)
400 ft		Sorbent boom
2 cases		85 gallon drum liners
100 ft		3/8" Polypropylene Line
12		Stake(s)
4		Sledge hammer(s)
6 bales		Sorbent pad(s)
2 rolls		Poly Sheeting
5		4' x 8' x 1/2" Plywood
4		Shovels

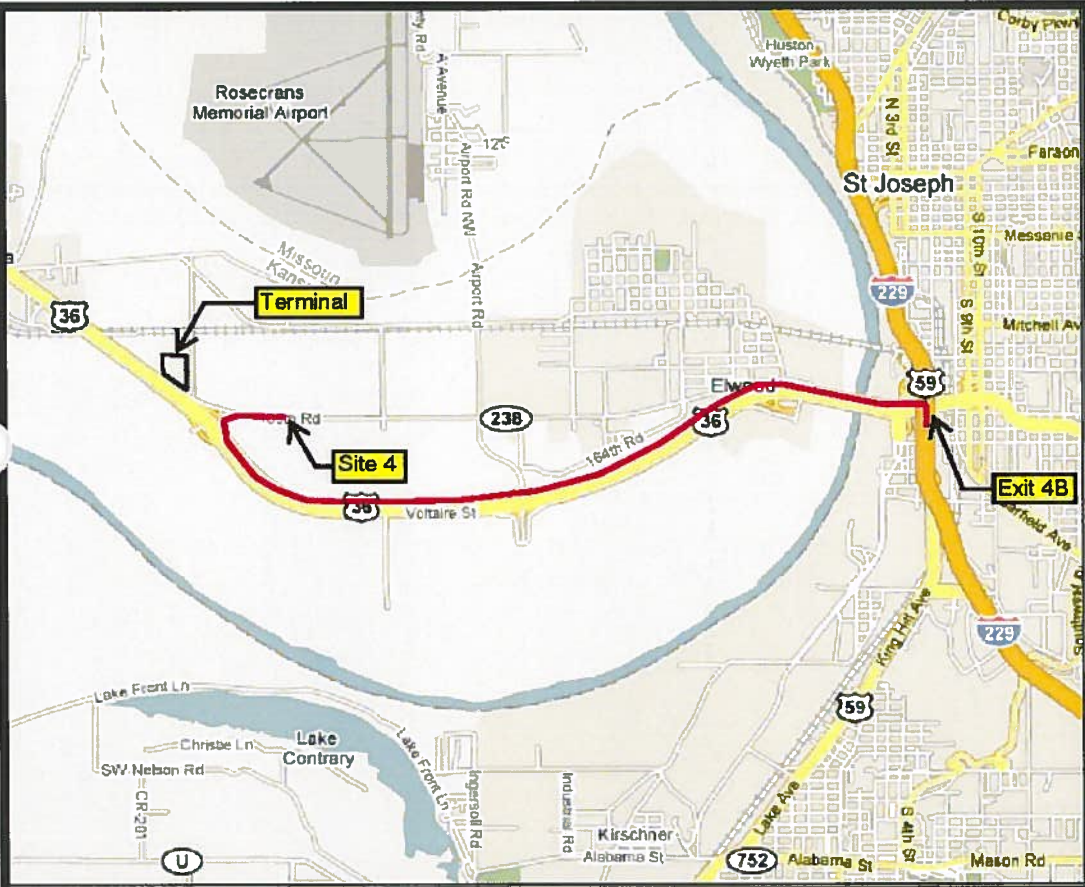
RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
1		Cell Phone(s)
2		Portable Radios(s)
1		Light tower(s)
2		Port-o-let(s)

RECOMMENDED PERSONNEL		
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
1		Boat Operator(s)
4		Laborer(s)



## 6.8 TACTICAL PLANS

(Click here for Tactical Plans) 4



**RESPONSE STRATEGY**

**Latitude/Longitude:** N 39° 45' 16"/ W 94° 54' 30"

**Location:** Doniphan County, Wathena, KS

**Water Way:** Drainage Ditch

**Owner:** Missouri Department of Transportation

**Distance from Spill Source:** 550 yards

**Map Reference:** Wathena

**Response Objective:** Containment and Recovery

**Response Tactic: - Normal Conditions**

Use absorbent boom to prevent a release from flowing downstream in the ditch. Cover containment area with poly sheeting to prevent a release from flowing downstream in the ditch. Cover containment area with poly sheeting to prevent permeation of product. Poly sheeting may need to be secured with sandbags. Use absorbent booms and pads to absorb product in the containment area until a vac truck arrives.

**LEGEND**

Origin ●

Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to US Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

East on 165th Street to the intersection of 165th Street and Vernon Road. Site 4 is on the east side of this intersection.

**RECOMMENDED EQUIPMENT**

WCD	SMALL	DESCRIPTION
1		Trac-hoe
1		Vac Truck(s)
1		Frac Tank(s)
4		Shovels
1		Skimmer(s) - (Suction, Weir, Oleophilic)
20 feet		Sorbent boom
6 bales		Sorbent pad(s)
2 rolls		Poly sheeting
7 cases		85 gallon drum liners
1		Cell Phone(s)
2		Portable Radios(s)
1		Light tower(s)
2		Port-o-let(s)

**RECOMMENDED EQUIPMENT**

WCD	SMALL	DESCRIPTION
<b>RECOMMENDED PERSONNEL</b>		
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
1		Boat Operator(s)
4		Laborer(s)

**Watercourse Description:** Drainage ditch, grass cover, 10 feet wide, 1 foot deep

**Description of Worksite:** Rural area, single-lane dirt road access, light traffic.

**Critical Response Information:** Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008



## **SECTION 7**

# **SUSTAINED RESPONSE ACTIONS**

Last revised: November 16, 2011

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### **7.1 Response Resources**

#### **7.1.1 Response Equipment**

**Figure 7.1-1 - Equipment/Response Capabilities and Limitations**

#### **7.1.2 Response Equipment Inspection and Maintenance**

#### **7.1.3 Contractors, Contractor Equipment, and Labor**

#### **7.1.4 Command Post**

**Figure 7.1-2 - Command Post Checklist**

#### **7.1.5 Staging Area**

#### **7.1.6 Communications Plan**

**Figure 7.1-3 - Communications Checklist**

### **7.2 Site Security Measures**

**Figure 7.2-1 - Site Security Checklist**

### **7.3 Waste Management**

**Figure 7.3-1 - Waste Management Flow Chart**

**Figure 7.3-2 - General Waste Containment and Disposal Checklist**

#### **7.3.1 Waste Storage**

**Figure 7.3-3 - Temporary Storage Methods**

#### **7.3.2 Waste Transfer**

#### **7.3.3 Waste Disposal**

**Figure 7.3-4 - Facility Specific Disposal Plan**

### **7.4 Public Affairs**

**Figure 7.4-1 - Incident Fact Sheet**

## 7.1 RESPONSE RESOURCES

### 7.1.1 Response Equipment

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS/ CONTAINMENT CAPACITY	LOCATION AT FACILITY
Misc. tools and safety equipment	Various	Various	N/A	Replaced as necessary	In operation	ER Trailer
Response Equipment	Sand bags	8-tubes	Varies	Replaced as necessary	In operation	ER Trailer
Response Equipment	Plywood	2-sheets	4 ft x 4 ft	Replaced as necessary	In operation	ER Trailer
Response equipment	Containment Boom	150'	3"	Replaced as necessary	In operation	On-site
Response Equipment	Emergency Response Trailer	N/A	1	Replaced as necessary	In operation	ER Trailer on-site
Response Equipment	Absorbent boom	40'	Various	Replaced as necessary	In operation	ER Trailer
Response Equipment	Absorbent pads	2-bundles	Various	Replaced as necessary	In operation	ER Trailer

**\*Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan. Response equipment not included in the above table is not maintained at this facility for response (i.e. weirs, booms, etc.). Containment capacity for sorbents is equivalent to absorption capacity.

**\*Note:** The response resources listed above have been determined to be appropriate for this facility given the unique characteristics of the facility which may include flow paths, proximity to spill contractors, and natural and man-made tertiary containment. The analysis to determine the appropriate response resources, including functional equivalents of containment boom, is explained in the Discharge Scenarios in **APPENDIX D.5.1**.

**FIGURE 7.1-1 - EQUIPMENT/RESPONSE CAPABILITIES AND LIMITATIONS**

\* USCG Classified OSRO for facility

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
*Bay West St. Paul, MN	Full response capabilities	0 hours
*Haz-Mat Response, Inc. Olathe, KS	Full response capabilities	2 hours
*Acme Products Co. Tulsa, OK	Full response capabilities	3.5 hours



### 7.1.2 Response Equipment Inspection and Maintenance

Depending on the region, Company response resources consist of:

- Strategically located response trailers containing primarily safety and emergency response equipment
- Facility based equipment designed for releases at or near facilities.

In general, regional response contractors as well as one or more trailers can be mobilized to any location along the pipeline within six to 12 hours to meet the federal Tier 1 response planning requirements. Vacuum truck contractors can also respond to most locations along the pipeline system within six hours and multiple regional response contractors can respond to any location within 30 to 36 hours to meet the Tier 2 and Tier 3 response requirements.

Company response equipment is tested and inspected as noted below. The Manager of Operations is responsible for ensuring that the following response equipment and testing procedures are implemented. These consist of:

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<b>Containment boom</b>	During boom deployment exercises, boom will be inspected for signs of structural deficiencies. If tears in fabric or rotting is observed, boom will be repaired or replaced. In addition, end connectors will be inspected for evidence of corrosion. If severe corrosion is detected, equipment will be repaired or replaced.
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<b>Miscellaneous equipment</b>	Other response equipment identified in this Plan will be inventoried and tested on a semiannual basis to ensure that the stated quantities are in inventory and in proper working order. The equipment inspection and deployment exercises are recorded and maintained at the facility and retained for a period of five years. Exercise requirements are listed in <b>APPENDIX A</b> . A Spill/Exercise Documentation form is in <b>FIGURE A.1-3</b> . <b>FIGURE A.1-4</b> provides a log for response equipment testing and deployment drills.
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### 7.1.3 Contractors, Contractor Equipment, and Labor

- The Company's primary response contractors' names and phone numbers, as well as other companies who can provide spill response services are provided in **SECTION 3**
- The Company has ensured by contract the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to the worst case discharge or the substantial threat of such discharge
- Contractors without USCG classification deploy and inspect boom to meet PREP guidelines. Company requires that these exercises are completed annually
- **APPENDIX B** contains evidence of contracts for the Company's primary response contractors and equipment lists of contractors without USCG classification

### 7.1.4 Command Post

In the event of a major spill, both an off-site Emergency Operations Center (EOC) and a Command Post would be established. For a minor spill, only a Command Post would be established. Refer to **FIGURE 7.1-2** for guidelines in establishing a Command Post.

**FIGURE 7.1-2 - COMMAND POST CHECKLIST**

COMMAND POST CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Ensure adequate space for size of staff.			
Ensure 24 hour accessibility.			
Ensure personal hygiene facilities.			
Ensure suitability of existing communications resources (phone/fax/radio).			
Ensure suitability of private conference and briefing rooms.			
Identify Command Post security requirements, safe location.			
Notify other parties of Command Post location; provide maps/driving directions.			
Determine staging areas and incident base locations.			
Identify future need to move, upgrade facilities.			

### 7.1.5 Staging Area

In a major spill response, numerous staging areas may be required to support containment and clean-up operations.

In selecting a suitable staging area, the following criteria should be considered:

- Accessibility to impacted areas
- Proximity to secure parking, airports, docks, pier, or boat launches
- Accessibility to large trucks and trailers which may be used to transfer equipment

In addition, the staging area should:

- Be in a large open area in order to provide storage for equipment and not interfere with equipment loading and offloading operations
- Have a dock/pier on site for deploying equipment
- Have moorage available for vessels to aid the loading/offloading of personnel

### 7.1.6 Communications Plan

Normal Company communications to each facility are conducted via telephone lines, cellular telephones, two way radios, e-mail, fax machines, and pagers.

Additional communications equipment (VHF portable radios with chargers and accessories, command post with UHF, VHF, single sideband, marine, aeronautical, telephone, and hard-line capability) may be provided by the Company or leased from a communications company in the area. Communications with government agencies, state police, and contractors can be conducted on portable radios. Refer to **FIGURE 7.1-3** for guidelines to setup communications.

It is the responsibility of the Qualified Individual to provide an adequate communications system. The Communications Plan, written at the time of an incident, will identify telephone numbers and radio frequencies used by responders. This may also involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

**FIGURE 7.1-3 - COMMUNICATIONS CHECKLIST**

COMMUNICATIONS CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Develop a Communications Plan.			
Ensure adequate phone lines per staff element - contact local provider.			
Ensure adequate fax lines - contact local provider.			
Internet access necessary?			
Ensure recharging stations for cellular phones.			
VHF radio communications: <ul style="list-style-type: none"> <li>• Establish frequencies</li> <li>• Assign call signs</li> <li>• Distribute radios</li> <li>• Establish communications schedule</li> </ul>			
Ensure recharging stations for VHF radios.			
Determine need for VHF repeaters.			
Ensure copy machine available.			
Ensure communications resource accountability.			
Ensure responders have capability to communicate with aircraft.			

Note: Actions on this checklist may not be applicable or may be continuous activities.

## 7.2 SITE SECURITY MEASURES

Due to the large amount of public attention created at an oil spill site, additional security measures are required. Several measures should be planned in advance to prepare security personnel for possible events that may occur at the spill site. A checklist for site security is provided in **FIGURE 7.2-1**. A model Incident Security Plan is provided in **SECTION 5.6**.

**FIGURE 7.2-1 - SITE SECURITY CHECKLIST**

SITE SECURITY CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Restrict access to the facility.			
Direct traffic away from the spill area.			
Request assistance from the spill area.			
Request assistance from the sheriff department to: <ul style="list-style-type: none"> <li>• Establish road blocks where necessary to secure the area</li> <li>• Divert local traffic away from the spill area</li> <li>• Provide access for spill response equipment and personnel</li> </ul>			
Coordinate rescue operations with the local fire department paramedics.			
Request the Federal On-Scene Coordinator ask the FAA to restrict air space over the safety zone.			
Contract for additional security personnel (as needed).			
Maintain strict control over all personnel and entering vehicular traffic.			
Position security personnel to effectively control non-response personnel.			
Barricade lesser traveled points with appropriate signs warning against entry.			
Establish check points at barricaded points to verify security effectiveness.			
Maintain a log that documents all security related incidents and observations made at the spill site.			
Establish a pass system and distribute pre-prepared security passes to all spill related personnel.			
Ensure all response equipment is safeguarded.			

### 7.3 WASTE MANAGEMENT

Initial oil handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of cleanup operations. Initially, waste management concerns should address:

- Equipment capacity
- Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

The following action items should be conducted during a spill response:

- Development of a Site Safety and Health Plan (**SECTION 5.3**) addressing the proper PPE and waste handling procedures
- Notify and inform State Environmental Agency and local agencies
- Development of a Disposal Plan (**SECTION 5.5**) in accordance with any federal, state, and/or local regulations
- Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term
- Organization of waste collection, segregation, storage, transportation, and proper disposal
- Minimization of risk of any additional pollution
- Regulatory review of applicable laws to ensure compliance and (if appropriate) obtain permits
- Documentation of all waste handling and disposal activities
- Disposal of all waste in a safe and approved manner

Good hazardous waste management includes:

- Reusing materials when possible
- Recycling or reclaiming waste
- Treating waste to reduce hazards or reducing amount of waste generated



- The management of the wastes generated in cleanup and recovery activities must be conducted with the overall objective of ensuring:
  - Worker safety
  - Waste minimization
  - Cost effectiveness
  - Minimization of environmental impacts
- Proper disposal
- Minimization of present and future environmental liability

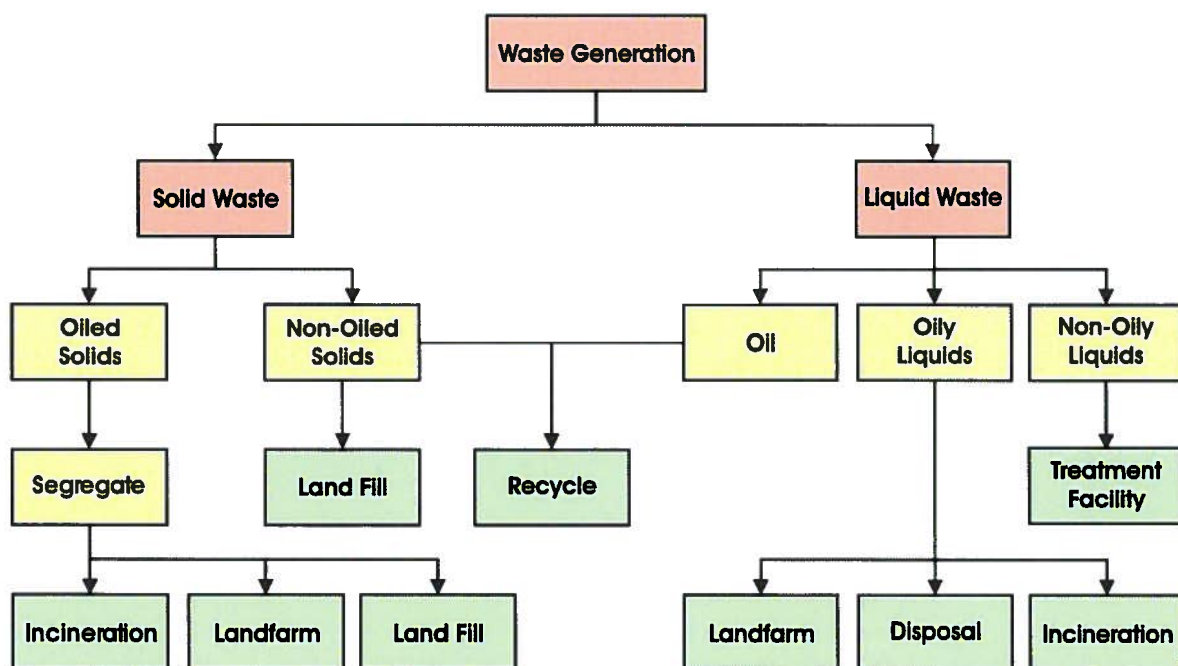
Solid wastes such as sorbents, PPE, debris, and equipment will typically be transported from the collection site to a designated facility for:

- Storage
- Waste segregation
- Packaging
- Transportation

Once this process is complete, the waste will be shipped off-site to an approved facility for required disposal.

A general flow chart for waste management guidelines is provided in **FIGURE 7.3-1**. An overall checklist for containment and disposal is provided in **FIGURE 7.3-2**.

**FIGURE 7.3-1 - WASTE MANAGEMENT FLOW CHART**



**FIGURE 7.3-2 - GENERAL WASTE CONTAINMENT AND DISPOSAL CHECKLIST**

CONSIDERATION	YES/NO/NA
Is the material being recovered a waste or reusable product?	
Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?	
Has each of the discrete waste streams been identified?	
Has a representative sample of each waste stream been collected?	
Has the sample been sent to an approved laboratory for the appropriate analysis, (i.e. hazardous waste determination)?	
Has the appropriate waste classification and waste code number(s) for the individual waste streams been received?	
Has a temporary EPA identification number and generator number(s) been received, if they are not already registered with EPA?	
Have the services of a registered hazardous waste transporter been contracted, if waste is hazardous?	
If the waste is nonhazardous, is the transporter registered?	
Is the waste being taken to an approved disposal site?	
Is the waste hazardous or Class I nonhazardous?	
If the waste is hazardous or Class I nonhazardous, is a manifest being used?	
Is the manifest properly completed?	
Are all federal, state, and local laws/regulations being followed?	
Have State Environmental and local agencies been notified?	
Are all necessary permits being obtained?	
Has a Disposal Plan been submitted for approval/review?	
Has PPE and waste-handling procedures been included in the Site Safety and Health Plan to protect the health and safety of waste handling personnel?	

### 7.3.1 Waste Storage

During an oil spill, the volume of oil that can be recovered depends on the storage capacity available. Typical short-term (temporary) storage methods are provided in **FIGURE 7.3-3**. If storage containers such as bags or drums are used, the container should be clearly marked and/or color-coded to indicate the type of material or waste contained and/or the ultimate disposal option.

Use of any site for storage is dependent on the approval of local authorities. The following elements affect the choice of a potential storage site:

- Geology
- Soil
- Surface water
- Covered materials
- Climatic factor
- Toxic air emissions
- Access
- Ground water
- Flooding
- Slope
- Capacity
- Land use
- Security
- Public contact

**FIGURE 7.3-3 - TEMPORARY STORAGE METHODS**

CONTAINMENT	PRODUCT						CAPACITY
	OIL	OIL/WATER	OIL/SOIL	OIL/DEBRIS (Small)	OIL/DEBRIS (Medium)	OIL/DEBRIS (Large)	
Drums	X	X	X				0.2-0.5 yd <sup>3</sup>
Bags		X	X	X			1.0-2.0 yd <sup>3</sup>
Boxes		X	X	X			1-5 yd <sup>3</sup>
Open top rolloff	X	X	X	X	X	X	8-40 yd <sup>3</sup>
Roll top rolloff	X	X	X	X	X	X	15-25 yd <sup>3</sup>
Vacuum box	X	X					15-25 yd <sup>3</sup>
Frac tank	X	X					500-20,000 gal
Poly tank	X	X					200-4,000 gal
Vacuum truck	X	X	X				2,000-5,000 gal
Tank trailer	X	X					2,000-4,000 gal
Barge	X	X					3,000+gal
Berm, 4 ft		X	X	X	X	X	1 yd <sup>3</sup>
Bladders	X	X					25 gal-1,500 gal

### 7.3.2 Waste Transfer

In most oil spill response operations, it would be necessary to transfer recovered oil and oil debris from one point to another several times before the oil and oily debris are ultimately disposed of at a state approved disposal site. Depending on the location of response operations, any or all of the following transfer operations may occur.

- Directly into the storage tank of a vacuum device.
- Directly in to impermeable bags that, in turn, are placed in impermeable containers.
- From a vacuum device storage tank to a truck.
- From containers to trucks.
- From trucks to lined pits.
- From lined pits to incinerators and/or landfills.
- From a tank truck to a processing system (i.e., oil/water separator).
- From a processing system to a recovery system and or incinerator.
- From a skimming vessel or flexible bladder to a barge.
- From a barge to a tank truck.
- Directly into the storage tank on a dredge.
- From portable or vessel mounted skimmers into flexible bladder tanks, the storage tanks of the skimming vessel itself, or a barge.

There are four general classes of transfer systems that could be employed to effect oily waste transfer operations. The following is a brief description of the four transfer systems:

#### **Pumps**

Rotary pumps, such as centrifugal pumps, may be used when transferring large volumes of oil, but they may not be appropriate for pumping mixtures of oil and water. The extreme shearing action of centrifugal pumps tends to emulsify oil and water, thereby increasing the viscosity of the mixture and causing low, inefficient transfer rates.

The resultant emulsion would also be more difficult to separate into oil and water fractions. Lobe or "positive displacement" pumps work well on heavy, viscous oils, and do not emulsify the oil/water mixture. Double-acting piston and double acting diaphragm pumps are reciprocating pumps that may also be used to pump oily wastes.

**Vacuum Systems**

Vacuum systems, such as air conveyors, vacuum trucks and portable vacuum units, may be used to transfer viscous oils and debris but they usually pick up a very high water/oil ratio.

**Belt/Screw Conveyors**

Conveyor may be used to transfer oily wastes containing a large amount of debris. These systems can transfer weathered debris laden oil either horizontally or vertically for short distances but are bulky and difficult to operate.

**Wheeled Vehicles**

Wheeled vehicles may be used to transfer liquid waste of oily debris to storage or disposal sites. These vehicles are readily available but have a limited rate (i.e., 100 bbls) and require good site access.

**7.3.3 Waste Disposal**

In order to obtain the best overall Incident Disposal Plan, a combination of methods should be used. There is no template or combination of methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate combination of disposal techniques are employed.

The Company is permitted, and maintains said permits (i.e., Department of Transportation), to recover and transport recovered liquids (water, petroleum). The Company uses contractors who maintain permits for transportation of recovered liquids and spill debris.

The following is a brief description of some disposal techniques available for recovered oil and oily debris.

**Recycling**

Recycling involves processing discarded materials for another use.

**Incineration**

This technique entails the destruction of the recovered oil by high temperature thermal oxidation reactions. There are licensed incineration facilities as well as portable incinerators that may be brought to a spill site. Incineration may require the approval of the local Air Pollution Control Authority.

**In Situ Burning/Open Burning**

Burning techniques entail igniting oil or oiled debris allowing it to burn under ambient conditions. These disposal techniques are subject to restrictions and permit requirements established by federal, state, and local laws. Permission for in situ burning may be difficult to obtain when the burn takes place near populated areas.

As a general rule, in situ burning would be appropriate only when atmospheric conditions will allow the smoke to rise several hundred feet and rapidly dissipate. Smoke from burning oil will normally rise until its temperature drops to equal the ambient temperature. Afterwards, it will travel in a horizontal direction under the influence of prevailing winds.

**Landfill Disposal**

This technique entails burying the recovered oil in a approved landfill in accordance with regulatory procedures. Landfill disposal of free liquids is prohibited by federal law in the United States.



FIGURE 7.3-4 - FACILITY SPECIFIC DISPOSAL PLAN

MATERIAL	DISPOSAL FACILITY	LOCATION
Recovered Product	St. Joseph Terminal	Slop Tank
Contaminated Soil	Forest View Landfill or Johnson County Landfill	4800 Kaw Drive Kansas City, KS 66012  17500 Holliday Drive Shawnee, KS 66203
Contaminated Equipment	Forest View Landfill or Johnson County Landfill	4800 Kaw Drive Kansas City, KS 66012  17500 Holliday Drive Shawnee, KS 66203
Personnel Protective Equipment	Forest View Landfill or Johnson County Landfill	4800 Kaw Drive Kansas City, KS 66012  17500 Holliday Drive Shawnee, KS 66203
Decontamination Solutions	St. Joseph Terminal	Slop Tank
Adsorbents and Spent Chemicals	Forest View Landfill or Johnson County Landfill	4800 Kaw Drive Kansas City, KS 66012  17500 Holliday Drive Shawnee, KS 66203

## 7.4 PUBLIC AFFAIRS

This section contains guidelines for dealing with the media during an emergency. The Incident Commander will play a key role in providing the initial public assessment and taking the first steps to provide the Company's public response. Information in this section includes:

- Guidelines for dealing with the media
- Incident Fact Sheet (**FIGURE 7.4-1**)

### GUIDELINES FOR DEALING WITH THE MEDIA

- You as a Company Manager are the most logical person for reporters to seek out for information
- Reporters will look elsewhere to find out what happened if you do not answer their questions; however, if you do not have this information or are not prepared to answer a particular question, say so then say when they can expect the answers to their questions (such as one hour)
- It is important to be courteous to all media representatives and to provide a safe place for them to wait until a company representative can meet them; you may need to provide an initial statement

---

**Provide**

- A brief, general description of what happened
- Number of injured or killed, if known
- Steps being taken to handle the emergency

---

**Don't provide**

- Names of deceased or seriously injured employees until the next of kin have been notified
- Speculation about the cause of the emergency
- Any statement implying personal or company negligence
- Cost estimates of damage

---

**Other considerations**

- Safety considerations should always receive priority in determining access to company property
- Anticipate likely questions
- There are only six questions that can be asked about any subject: who, what, when, where, why, and how
- Keep answers short and understandable
- Answer only the question that is asked by the reporter
- Give the most important facts first
- Talk to the public's concern about the incident such as whether these were deaths, injuries, any threat to the public, or danger of explosion or fire
- If you don't know the answer to a question, don't be afraid to say "I don't know"; make note of the question and tell the reporter that you will try to get the answer for him - then do it
- Don't be defensive

---

**Other considerations,  
continued:**

- There is no such thing as "Talking off the record"; assume that anything and everything you say to a reporter is going to be printed and/or used in the story
- Avoid "What If?" or speculative questions; these questions should be answered with a restatement of the problem and what is being done to control it
- Don't speculate about the cause of the incident
- Don't minimize the situation

**FIGURE 7.4-1 - INCIDENT FACT SHEET**

What occurred:
When (time):
Where (location):
What are hazards:
How is the situation being handled:
How many people involved:
Confirmed injuries/fatalities:
Treatment location:
Name of injured (release only after next of kin are notified):
Name of fatalities (release only after next of kin are notified):
What agencies have been notified:
On scene? (yes/no):
Who is in-charge:
Has outside help been requested:
Who:
On scene? (yes/no):
Is there danger to the plant:
Is there danger to the community:
What:
Is there an environmental hazard:
What is the environmental hazard:
What is being done to minimize environmental threat:
Is there a need for evacuation:



## **SECTION 8**

### **DEMOBILIZATION / POST-INCIDENT REVIEW**

Last revised: January 2005

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#### **8.1 Terminating the Response**

#### **8.2 Demobilization**

**Figure 8.2-1 - Demobilization Checklist**

#### **8.3 After Action Review**

**Figure 8.3-1 - Standard Incident Debriefing Form**

**8.3.1 After Action Review Guidelines**

## 8.1 TERMINATING THE RESPONSE

- A team of federal, state, and company personnel must certify that each area is clean before halting cleanup operations
- Demobilize equipment and personnel at the first opportunity in order to reduce cost
- Consider which resources should be demobilized first; for example, berthing expenses can be saved by demobilizing out-of-area contractors before local ones
- Equipment may need both maintenance and decontamination before being demobilized
- All facilities (staging area, Command Post, etc.) should be returned to their pre-spill condition before terminating operations
- Determine what documentation should be maintained, where, and for how long
- Contract personnel may be more susceptible to "suffering" injuries as they approach termination
- Some activities will continue after the cleanup ends; examples include incident debriefing, bioremediation, NRDA studies, claims, and legal actions
- Consider expressing gratitude to the community, police department, fire department, and emergency crews for their work during the response

## 8.2 DEMOBILIZATION

The Company can reduce costs considerably by developing a Demobilization Plan (**SECTION 5.7**). Therefore, emphasis must be placed on establishing efficient demobilization procedures. A Demobilization Checklist is provided in **FIGURE 8.2-1**.

**FIGURE 8.2-1 - DEMOBILIZATION CHECKLIST**

DEMOBILIZATION CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Assign personnel to identify surplus resources and probable release times.			
Establish demobilization priorities.			
Develop decontamination procedures.			
Initiate equipment repair and maintenance.			
Develop a Disposal Plan.			
Identify shipping needs.			
Identify personnel travel needs.			
Develop impact assessment and statements.			
Obtain concurrence of Planning and Operations Group Leaders before release of personnel or equipment.			

### 8.3 AFTER ACTION REVIEW

All facility personnel involved in the incident shall be debriefed by the Company Incident Commander. A Standard Incident Debriefing Form is provided in **FIGURE 8.3-1**. This form should be completed by the Incident Commander, and all members of the ICS Command Staff and General Staff involved in the incident within two weeks after termination of emergency operations.

The primary purpose of the After Action Review is to identify actual or potential deficiencies in this Plan and to determine the changes required to correct the deficiencies. The After Action Review is also intended to identify which response procedures, equipment, and techniques were or were not effective and the reasons why or why not. This type of information is very helpful in the development of a functional Plan by eliminating or modifying those response procedures that are less effective and emphasizing those that are highly effective.

The After Action Review process should also be used for evaluating training and exercises. Key agency personnel that were involved in the response will be invited to attend the After Action Review.

**FIGURE 8.3-1 - STANDARD INCIDENT DEBRIEFING FORM**

Name of incident:
Date:
<b>PERSONNEL DEBRIEFED</b>
Name:
Normal duty:
Summary of duties performed during incident (list date, time, and location):
Positive aspects of the response:
Aspects of the response which could be improved:
Name:
Title:
Signature:



### 8.3.1 After Action Review Guidelines

1. **Purpose.** The purpose of this document is to provide guidance on the conduct of after-action reviews or AARs.
2. **Overview.** To improve the effectiveness of our operations, we must continuously improve and learn from both our successes and failures. AARs are effective means to this end. Fundamental to the success of an AAR is the spirit in which it is conducted. Incident Commanders and ICS Staff should openly and honestly discuss what actually transpired in sufficient detail and clarity so that everyone understands what happened and why, and then implement process improvements.
3. **Definition and Purpose of the AAR.** A professional discussion of an event focused on improving the performance of the organization or team. The heart of the AAR is identifying what was supposed to happen, what actually happened, why it happened, and how to sustain strengths and improve weaknesses. An AAR is not a critique, problem solving, or allocating blame. Feedback generated during the AAR process compares the actual output of a process with the expected outcome.
4. **Formal versus Informal AARs.** AARs are either formal or informal. Both follow the same general format and involve the exchange of observations and ideas. Both types should be appropriately documented so lessons learned may be shared across functional and geographic boundaries, and so that implementation of improvements can be tracked.
  - a. A formal AAR is more structured, requires planning and takes longer to conduct. The formal AAR usually occurs immediately or soon after an event is completed. It may also occur while the event is in-progress. A neutral third party should facilitate a formal AAR.
  - b. Informal AARs are less structured, require much less preparation and planning and can be conducted anywhere, anytime, for any event, by anyone. Incident Commanders, Section Leaders, Safety Officers or other interested parties may facilitate their own informal AARs.
5. **Agenda for an AAR.** Formal AARs will follow this simple format:
  - Introduction and ground rules
  - Analysis of the Incident according to the 15 National Preparedness for Response (PREP) Response Plan Core Components (**FIGURE A.1-1**):

For each PREP Core Component:

    - What was supposed to happen?
    - What actually happened?
    - Why did it happen that way?
    - What will we do to improve the way we do it next time?
  - Closing comments and agreement on next steps

### 8.3.1 After Action Review Guidelines, Continued

6. **AAR Planning and Execution Sequence.** Schedule AARs as close to the completion of the event as possible. The amount of planning and preparation required for an AAR will vary based on the type of AAR conducted; however, the process for both informal and formal AARs has three steps:

Planning and Preparation:

- Schedule the AAR
- Select a facilitator
- Notify participants
- Establish the AAR agenda

Conduct:

- Seek maximum participation
- Maintain focus on AAR objectives
- Review key points learned
- Record the AAR and maintain accurate meeting attendance list

Follow up:

- Prepare an After Action Review Report (memorandum or e-mail), and distribute the report to all participants
- Consider publishing lessons learned to the entire Company
- Develop action plan to resolve deficiencies (revise procedure, develop a new process, etc.)

7. **Role of the AAR Facilitator.** The AAR facilitator's role should be to ensure the goals of the AAR are met. The AAR facilitator:

- Remains unbiased throughout the process
- Speaks only to draw out comments from all participants
- Ensures the discussion remains professional and focused on continuous improvement
- Keeps AAR on track and determines when to move on to discuss other points
- Does not allow personal attacks
- Does not offer solutions; allows the participants to do that.

### 8.3.1 After Action Review Guidelines, Continued

#### 8. Ground Rules for Conducting the AAR.

- Participants are participants, not a passive audience. The facilitator should prepare leading questions and may have to ask it of several people
- An AAR is a dynamic, candid, professional discussion of events and projects, focusing on performance against the known standards and/or expected outcomes. Everyone involved with the event should participate to share an insight, observation or question that will help identify areas for improvement.
- An AAR is not a critique. No one, regardless of position has all of the information and answers. AARs maximize learning and continuous improvement by allowing everyone to learn from each other.
- An AAR does not grade success or failure. There are always areas of improvement and strengths to improve as well.
- Set ground rules up front, e.g. no personal attacks, focus on how to improve, commit to getting to the heart of the issue, etc.

9. **Conclusion.** An AAR is both an art and science. What makes AARs so powerful is that they can be applied across a wide spectrum of events from two individuals conducting a 5-minute AAR at the end of a short meeting to a longer AAR held by a Spill Management Team at the end of a large emergency. Individuals involved may absorb lessons learned on the spot and they can be documented in a format that can be shared with a wider audience. A properly conducted AAR can also have a powerful influence on the climate of the organization. It is a part of the communication process that educates and motivates people and focuses them on organizational priorities to improve procedures across the organization.

### 8.3.1 After Action Review Guidelines, Continued

#### MEMORANDUM FOR RECORD

SUBJECT: (Document name of the incident for which the AAR was conducted)

1. Begin the memo with an overview/introduction. Identify the Incident Commander and briefly describe the project or event. Document what kind of AAR was conducted and how. For informal AARs, detail how the AAR was conducted (via meeting, teleconference, etc.) and who provided feedback. For formal AARs, identify all participants.

2. Following are the results of the AAR:

- a. **Issue:** Analysis of the incident according to a (or a logical grouping) PREP Core Component. The intent is to leave a record of the analysis so others may learn. (What should have happened?)

**Discussion:** Succinctly discuss the emergency response in terms of the PREP Core Components (or logical grouping) so the reader can understand why the component or group was important or relevant, what the ramifications were, and so on. (What actually happened and why?)

**Recommendation:** Present a recommendation with respect to any issues raised during the discussion. In the case of issues where something positive occurred, the recommendation may simply be to continue to follow processes/procedures. In the case where the issue represented a problem, recommend a solution to prevent the problem from occurring in the future. (How do we improve or sustain success?)

**Action Taken:** Present an action taken or to be taken by the stakeholders. Commit to doing what is written here. Examples of actions taken for successes: verified current procedures are valid; provided a copy of AAR to all affected parties and so on. Examples of actions taken for problems: coordinated with PPM and changed SOP; published information paper on small business contracting requirements and briefed the District; changed specifications to reflect new wall covering, etc. Clearly identify the "action owner" in this paragraph. For example: Revise PMPB SOP on accepting new work. Action: PPMD.

- b. **Repeat** the above for each of the 15 PREP Response Plan Core Components.

3. Conclude by summarizing key lessons learned, noting when and where the AAR will be published for others to access. The Incident Commander shall sign and date the AAR Report.

**Note:** AAR writers are to be mindful that documented AARs may be the subject of litigation or a media report. Accordingly, AARs are to present accurate, factual information and solid, focused recommendations.

# APPENDICES

## A. TRAINING / EXERCISES

## B. CONTRACTOR RESPONSE EQUIPMENT

## C. SPCC PLANS

## D. HAZARD EVALUATION AND RISK ANALYSIS

## E. CROSS-REFERENCES

## F. ACRONYMS AND DEFINITIONS

## **APPENDIX A TRAINING / EXERCISES**

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### **A.1 Exercise Requirements and Schedules**

**Figure A.1-1 - PREP Response Plan Core Components**

**Figure A.1-2 - Exercise Requirements**

**Figure A.1-3 - Spill / Exercise Documentation Form**

**Figure A.1-4 - EPA Required Response Equipment Testing and  
Deployment Drill Log**

**Figure A.1-5 - Qualified Individual Notification Drill Log**

**Figure A.1-6 - Spill Management Team Tabletop Exercise Log**

### **A.2 Training Program**

**Figure A.2-1 - Training Requirements**

**Figure A.2-2 - PREP Training Program Matrix**

**Figure A.2-3 - Personnel Response Training Log**



## A.1 EXERCISE REQUIREMENTS AND SCHEDULES

- The Company participates in the National Preparedness for Response Exercise Program (PREP)
- During each triennial cycle, all components of the Plan (**FIGURE A.1-1**) must be exercised at least once
- The District Manager is responsible for the following aspects:
  - Scheduling
  - Maintaining records
  - Implementing
  - Evaluation of the Company's training and exercise program
  - Post-drill evaluation improvements
- **FIGURE A.1-2** provides descriptions of exercise requirements, **FIGURE A.1-3** provides a Spill/Exercise Documentation form or corresponding Company form may be used, and **FIGURE A.1-4** provides a log for response equipment testing and deployment drill

FIGURE A.1-1 - PREP RESPONSE PLAN CORE COMPONENTS

CORE COMPONENTS	DESCRIPTION
1. Notifications	Test the notifications procedures identified in the Area Contingency Plan (ACP) and the Spill Response Plan.
2. Staff mobilization	Demonstrate the ability to assemble the spill response organization identified in the ACP and the Spill Response Plan.
3. Ability to operate within the response management system described in the Plan:	
• Unified Command	Demonstrate the ability of the spill response organization to work within a unified command.
• Response management system	Demonstrate the ability of the response organization to operate within the framework of the response management system identified in their respective plans.
4. Discharge control	Demonstrate the ability of the spill response organization to control and stop the discharge at the source.
5. Assessment	Demonstrate the ability of the spill response organization to provide initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.
6. Containment	Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.
7. Recovery	Demonstrate the ability of the spill response organization to recover the discharged product.
8. Protection	Demonstrate the ability of the spill response organization to protect the environmentally and economically sensitive areas identified in the ACP and the respective industry response plan.
9. Disposal	Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.
10. Communications	Demonstrate the ability to establish an effective communications system for the spill response organization.
11. Transportation	Demonstrate the ability to establish multi-mode transportation both for execution of the discharge and support functions.
12. Personnel support	Demonstrate the ability to provide the necessary support of all personnel associated with response.
13. Equipment maintenance and support	Demonstrate the ability to maintain and support all equipment associated with the response.
14. Procurement	Demonstrate the ability to establish an effective procurement system.
15. Documentation	Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

**FIGURE A.1-2 - EXERCISE REQUIREMENTS**

EXERCISE TYPE	EXERCISE CHARACTERISTICS
Facility/QI notification	<ul style="list-style-type: none"> <li>Conducted quarterly (one per year must be performed during non-business hours)</li> <li>The facility initiates mock spill notification to QI</li> <li>The Qualified Individual documents time/date of notification, name, and phone number of individual contacted</li> <li>Document in accordance with form in <b>FIGURE A.1-5</b></li> </ul>
Equipment deployment	<ul style="list-style-type: none"> <li>Terminals with response equipment such as boom will conduct semiannually</li> <li>Terminals without response equipment will obtain documentation from OSRO response contractors indicating participation in annual deployment exercise</li> <li>Conducted annually (Pipeline)</li> <li>Document in accordance with form in <b>FIGURE A.1-4</b></li> </ul>
SMT tabletop	<ul style="list-style-type: none"> <li>Conducted annually</li> <li>Tests SMT's response activities/responsibilities</li> <li>Documents Plan's effectiveness</li> <li>Must exercise worst case discharge scenario once every three years</li> <li>Must test all Plan components at least once every three years</li> <li>Document in accordance with form in <b>FIGURE A.1-6</b></li> </ul>
Unannounced	<ul style="list-style-type: none"> <li>Company will either participate in unannounced tabletop exercise or equipment deployment exercise on an annual basis, if selected</li> <li>Company may take credit for participation in government initiated unannounced drill in lieu of drill required by PREP guidelines</li> <li>Plan holders who have participated in a PREP government-initiated unannounced exercise will not be required to participate in another one for at least 36 months from the date of the exercise</li> </ul>
Area	<ul style="list-style-type: none"> <li>An industry plan holder that participates in an Area Exercise would not be required to participate in another Area Exercise for a minimum of six years</li> </ul>
OTHER EXERCISE CONSIDERATIONS	
Drill program evaluation procedures	<ul style="list-style-type: none"> <li>Company conducts post-exercise meetings to discuss positive items, areas for improvement, and to develop action item checklist to be implemented later</li> </ul>
Records of drills	<ul style="list-style-type: none"> <li>Company will maintain exercise records for five years following completion of each exercise</li> <li>Records will be made available to applicable agencies upon request</li> <li>Company will verify appropriate records are kept for each spill response contractor listed in Plan as required by PREP guidelines (annual equipment deployment drill, triennial unannounced drill, etc.)</li> </ul>

**FIGURE A.1-3 - SPILL / EXERCISE DOCUMENTATION FORM**

Retain this form for a minimum of five years.

1. Date(s) performed:		
2. <input type="checkbox"/> Exercise <input type="checkbox"/> Actual spill		
If exercise:		
<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Deployment <input type="checkbox"/> Notification <input type="checkbox"/> Tabletop		
If exercise, frequency:		
<input type="checkbox"/> Quarter <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Annual		
3. Location of exercise/spill:		
4. Time started:		
5. Description of scenario or spill including volume and content (crude oil, condensate, etc.)		
6. Describe how the following objectives were exercised:		
<b>Team's knowledge of the Oil Spill Response Plan:</b>		
	<b>Yes</b>	<b>No</b>
Was briefing meeting conducted	<input type="checkbox"/>	<input type="checkbox"/>
Established field Command Post	<input type="checkbox"/>	<input type="checkbox"/>
Confirmed source was stopped	<input type="checkbox"/>	<input type="checkbox"/>
Developed Site Safety and Health Plan	<input type="checkbox"/>	<input type="checkbox"/>
Prepared ICS 201	<input type="checkbox"/>	<input type="checkbox"/>
Established work zones and perimeter security	<input type="checkbox"/>	<input type="checkbox"/>
Developed short range tactical plan	<input type="checkbox"/>	<input type="checkbox"/>
Developed long range tactical plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proper Notifications:</b>		
Qualified Individual (or designee)	<input type="checkbox"/>	<input type="checkbox"/>
EHS&T Department	<input type="checkbox"/>	<input type="checkbox"/>
Release/Spill Report Form completed	<input type="checkbox"/>	<input type="checkbox"/>
Notification to agencies completed (attach log)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transportation/Communication System:</b>		
Established primary/secondary communication system	<input type="checkbox"/>	<input type="checkbox"/>
Primary: cellular phone <input type="checkbox"/> two way radio <input type="checkbox"/> land telephone line <input type="checkbox"/>		
Secondary: cellular phone <input type="checkbox"/> two way radio <input type="checkbox"/> land telephone line <input type="checkbox"/>		
<input type="checkbox"/> Other		

FIGURE A.1-3 - SPILL / EXERCISE DOCUMENTATION FORM, CONTINUED

Transportation/Communication System, Continued:		
	Yes	No
Motor vessel deployed	<input type="checkbox"/>	<input type="checkbox"/>
Provider name:		
Helicopter/Sea plane deployed	<input type="checkbox"/>	<input type="checkbox"/>
Call sign:		
Describe function (i.e., transportation, surveillance, dispersant application):		
<b>Ability to access contracted Oil Spill Removal Organizations (OSROs):</b>		
Who contacted - (name of individual and OSRO):		
When contacted:		
Response time projection for deployment:		
Type and amount of containment used:		
Spill material recovered	<input type="checkbox"/>	<input type="checkbox"/>
Spilled material disposed	<input type="checkbox"/>	<input type="checkbox"/>
Where?		
<b>Ability to coordinate spill response with on-scene coordinator, state, and applicable agencies:</b>		
Was regulatory on-scene coordinator(s) contacted	<input type="checkbox"/>	<input type="checkbox"/>
List person and agency represented:		
<b>Ability to access sensitive site and resource information in the Area Contingency Plan (ACP):</b>		
Was pre-impact assessment conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Were pre-impact samples taken?	<input type="checkbox"/>	<input type="checkbox"/>
Were pre-impact photographs taken?	<input type="checkbox"/>	<input type="checkbox"/>
Were NRDA specialists mobilized?	<input type="checkbox"/>	<input type="checkbox"/>
Were deficiencies identified?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, changes implemented?	<input type="checkbox"/>	<input type="checkbox"/>
If no, why were changes not implemented?		
<b>LESSONS LEARNED</b>	<b>PERSON RESPONSIBLE FOR FOLLOW-UP OF CORRECTIVE MEASURES</b>	
	Name:	
	Position:	
	Certifying Signature:	

**FIGURE A.1-4 - EPA REQUIRED RESPONSE EQUIPMENT TESTING  
AND DEPLOYMENT DRILL LOG**

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:
ACTIVITY	INFORMATION
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	



FIGURE A.1-5 - QUALIFIED INDIVIDUAL NOTIFICATION DRILL LOG

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s) Contacted	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

FIGURE A.1-6 - SPILL MANAGEMENT TEAM TABLETOP EXERCISE LOG

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

Company:	Date:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Qualified Individual(s)	
Participants	
Emergency Scenario	
Evaluation	
Changes to be Implemented	
Time Table for Implementation	

## A.2 TRAINING PROGRAM

**FIGURE A.2-1** provides training requirements for spill responders. **FIGURE A.2-2** provides the program matrix. **FIGURE A.2-3** provides a personnel response training log.

**FIGURE A.2-1 - TRAINING REQUIREMENTS**

TRAINING TYPE	TRAINING CHARACTERISTICS
Training in use of spill response plan	<ul style="list-style-type: none"> <li>• All field personnel will be trained to properly report/monitor spills</li> <li>• Plan will be reviewed annually with all employees and contract personnel</li> <li>• Plan will be reviewed with all employees and contract personnel: <ul style="list-style-type: none"> <li>• When the plan is developed or the employee is assigned initially to a job;</li> <li>• When the employee's responsibilities under the plan change; and</li> <li>• When the plan is changed.</li> </ul> </li> <li>• The Personnel Response Training Log is located in <b>FIGURE A.2-3</b></li> </ul>
OSHA training requirements	<ul style="list-style-type: none"> <li>• All Company responders designated in Plan must have 24 hours of initial spill response training</li> <li>• Laborers having potential for minimal exposure must have 24 hours of initial oil spill response instruction and eight hours of actual field experience</li> <li>• Spill responders having potential exposure to hazardous substances at levels exceeding permissible exposure limits must have 40 hours of initial training offsite and 24 hours of actual field experience</li> <li>• On-site management/supervisors required to receive same training as equipment operators/general laborers plus eight hours of specialized hazardous waste management training</li> <li>• Managers/employees require eight hours of annual refresher training</li> </ul>
Spill management team personnel training	<ul style="list-style-type: none"> <li>• See recommended PREP Training Matrix (<b>FIGURE A.2-2</b>)</li> </ul>
Training for casual laborers or volunteers	<ul style="list-style-type: none"> <li>• Company will not use casual laborers/volunteers for operations requiring HAZWOPER training</li> </ul>
Wildlife	<ul style="list-style-type: none"> <li>• Only trained personnel approved by USFWS and appropriate state agency will be used to treat oiled wildlife</li> </ul>
Training documentation and record maintenance	<ul style="list-style-type: none"> <li>• Training activity records will be retained five years for all personnel following completion of training</li> <li>• Company will retain training records indefinitely for individuals assigned specific duties in the Plan</li> <li>• Training records will be retained at each facility or pipeline office; Manager of Operations will document all applicable training</li> </ul>

FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX

TRAINING ELEMENT	QUALIFIED INDIVIDUAL (QI)	SPILL MANAGEMENT TEAM (SMT)	FACILITY PERSONNEL
Captain of the Port (COTP) Zones or Environmental Protection Agency (EPA) Regions in which the facility is located	x	x	x
Notification procedures and requirements for facility owners or operators; internal response organizations; federal and state agencies; and contracted oil spill removal organizations (OSROs) and the information required for those organizations	x	x	x
Communication system used for the notifications	x	x	x
Information on the products stored, used, or transferred by the facility, including familiarity with the material safety data sheets (MSDS), special handling procedures, health and safety hazards, spill and fire fighting procedures	x	x	x
Procedures the facility personnel may use to mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operational activities associated with internal or external cargo transfers, storage, or use	x		
Facility personnel responsibilities and procedures for use of facility equipment which may be available to mitigate or prevent an oil discharge	x	x	x
Operational capabilities of the contracted OSRO's to respond small, medium, and large discharges	x	x	x
Responsibilities and authority of the Qualified Individual (QI) as described in the Spill Response Plan and Company response organization	x	x	x
The organization structure that will be used to manage the response actions including: <ul style="list-style-type: none"> <li>• Command and control</li> <li>• Public information</li> <li>• Safety</li> <li>• Liaison with government agencies</li> <li>• Spill response operations</li> <li>• Planning</li> <li>• Logistics support</li> <li>• Finance</li> </ul>	x	x	x
The responsibilities and duties of each spill management team (SMT) within the organization structure	x	x	
The drill and exercise program to meet federal and state regulations as required under Oil Pollution Act of 1990 (OPA 90)	x	x	x
The role of the QI in the post discharge review of the Plan to evaluate and validate its effectiveness	x		
The Area Contingency Plan (ACP) for the area in which the facility is located	x	x	x
The National Contingency Plan (NCP)	x	x	x
Roles and responsibilities of federal and state agencies in pollution response	x	x	x

FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX, CONTINUED

TRAINING ELEMENT	QUALIFIED INDIVIDUAL (QI)	SPILL MANAGEMENT TEAM (SMT)	FACILITY PERSONNEL
Available response resources identified in the Plan	x	x	
Contracting and ordering procedures to acquire OSRO resources identified in the Plan	x	x	
OSHA requirements for worker health and safety (29 CFR 1910.120)	x	x	x
Incident Command System/Unified Command System	x	x	
Public affairs	x	x	
Crisis management	x	x	
Procedures for obtaining approval for dispersant use or in-situ burning of the spill	x		
Oil spill trajectory analyses	x		
Sensitive biological areas	x	x	
This training procedure as described in the Plan for members of the SMT		x	
Procedures for the post discharge review of the plan to evaluate and validate its effectiveness		x	
Basic information on spill operations and oil spill clean-up technology including: <ul style="list-style-type: none"> <li>• Oil containment</li> <li>• Oil recovery methods and devices</li> <li>• Equipment limitations and uses</li> <li>• Shoreline cleanup and protection</li> <li>• Spill trajectory analysis</li> <li>• Use of dispersants, in-situ burning, bioremediation</li> <li>• Waste storage and disposal considerations</li> </ul>		x	
Hazard recognition and evaluation		x	
Site safety and security procedures		x	
Personnel management, as applicable to designated job responsibilities		x	
Procedures for directing the deployment and use of spill response equipment, as applicable to designated job responsibilities		x	x
Specific procedures to shut down effected operations			x
Procedures to follow in the event of discharge, potential discharge, or emergency involving the following equipment or scenarios: <ul style="list-style-type: none"> <li>• Tank overfill</li> <li>• Tank rupture</li> <li>• Piping or pipeline rupture</li> <li>• Piping or pipeline leak, both under pressure or not under pressure, if applicable</li> <li>• Explosion or fire</li> <li>• Equipment failure</li> <li>• Failure of secondary containment system</li> </ul>			x
QI's name and how to contact him or her			x

FIGURE A.2-3 - PERSONNEL RESPONSE TRAINING LOG

NAME	RESPONSE TRAINING/DATE AND NUMBER OF HOURS	PREVENTION TRAINING/DATE AND NUMBER OF HOURS
Kenny Allen	2/5/13 - 24-hr Hazwoper Training	3/14/13
Rick Bondy	01/08/2013 - 8hr Hazwoper Refresher	01/08/2013 - 8hr Hazwoper Refresher
*Kevan Heil	3/19/13 - 8 hr Hazwoper Refresher	9/26/13
Henry Henderson	3/19/13 - 8 hr Hazwoper Refresher	3/14/13
*Jon Jacobs	1/8/13 - 8 hr Hazwoper refresher	3/14/13
*Jeffrey Myers	1/8/13 - 8 hr Hazwoper refresher	1/8/13 - 8 hr Hazwoper refresher
Greg Peck	1/4/2012 - 8 hr Hazwoper refresher	None
*Timothy Powers	2/5/13 - 8 hrs Hazwoper refresher	7/15/13
*John Riley	2/26/13 - 8 hr Hazwoper refresher	2/26/13 - 8 hr Hazwoper refresher
*Bradley Sandy	3/20/12 - 8 hr Hazwoper refresher	3/20/12 - 8 hr Hazwoper refresher
*Paul Shive	3/27/13- 8 hr Hazwoper Refresher	3/27/13- 8 hr Hazwoper Refresher
Brian Sieben	2/12/13 - 8 hr Hazwoper refresher	2/12/13 - 8 hr Hazwoper refresher
Thomas Smith	2/12/13 - 8hr Hazwoper Refresher	3/18/13
*Steven Steward	1/8/13 - 8 hr Hazwoper refresher	1/8/13 - 8 hr Hazwoper refresher
*Greg Tarr	2/8/11 - 8 hr Hazwoper refresher	2/8/11 - 8 hr Hazwoper refresher
*Rodger Teasdale	2/7/12 - 8 hr Hazwoper refresher	2/7/12 - 8 hr Hazwoper refresher
*Harry Wilhoit	3/19/13 - 8 hr Hazwoper Refresher	3/14/13
Owen Worstell	2/12/13 - 8hr Hazwoper Refresher	3/14/13

\*Qualified Individual



## **APPENDIX B**

# **CONTRACTOR RESPONSE EQUIPMENT**

Last revised: November 16, 2011

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### **B.1 Cooperatives and Contractors**

#### **B.1.1 OSRO Classification**

#### **Figure B.1-1 - Evidence of Contracts and Equipment Lists**

## B.1 COOPERATIVES AND CONTRACTORS

The Company has contracted with additional Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

### B.1.1 OSRO Classification

The OSRO classification process was developed by the U.S. Coast Guard (USCG) to provide guidelines to enable USCG and plan preparers to evaluate an OSROs potential to respond to oil spills. Plan holders that utilize USCG classified OSRO services are not required to list response resources in their plans.

The following is a listing of the USCG classified OSROs that may respond to incidents for areas listed in this Plan. For a detailed listing of USCG classified OSROs and other contractors by terminal, refer to **FIGURE 3.1-3** and **FIGURE 7.1-1**.

COMPANY / CONTRACTOR	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS								RESPONSE TIME	
Bay West 5 Empire Drive St. Paul MN 55103	Saint Louis		Facilities				Vessels				0 hours
			MM	W1	W2	W3	MM	W1	W2	W3	
		River/Canal	✓	✓			✓				
		Inland									
		Open Ocean									
		Offshore									
		Nearshore									
		Great Lakes									
Haz-Mat Response, Inc. 1203 C South Park Olathe KS 66061	Saint Louis		Facilities				Vessels				2 hours
			MM	W1	W2	W3	MM	W1	W2	W3	
		River/Canal	✓	✓	✓	✓	✓	✓	✓	✓	
		Inland	✓	✓	✓		✓	✓	✓		
		Open Ocean									
		Offshore									
		Nearshore									
		Great Lakes									
Acme Products Co. 2666 N. Darlington Tulsa OK 74115	Sector Lower Mississippi, Sector Upper Mississippi		Facilities				Vessels				3.5 hours
			MM	W1	W2	W3	MM	W1	W2	W3	
		River/Canal	✓				✓				
		Inland	✓				✓				
		Open Ocean									
		Offshore									
		Nearshore									
		Great Lakes									

The following contractors are retained by the Company for waste coordination, but are not USCG classified OSRO's within this Area, are as follows:

**FIGURE B.1-1** provides evidence of contracts with OSRO's and equipment lists for contractors without USCG classification. **FIGURE 7.1-1** provides local response contractor's equipment lists and response times.

**FIGURE B.1-1 - EVIDENCE OF CONTRACTS AND EQUIPMENT LISTS**

- Acme Products Co., Tulsa, OK
- Bay West, St. Paul, MN
- Haz-Mat Response, Inc., Olathe, KS

**MASTER EMERGENCY  
SPILL RESPONSE AGREEMENT**

**by and between**

**Magellan Pipeline Company, L.P.**

**and**

**Acme Products, Inc.**

**Contract Number MESRA 06MMLP063  
Effective May 1, 2006**

## MASTER EMERGENCY SPILL RESPONSE AGREEMENT

THIS MASTER EMERGENCY SPILL RESPONSE AGREEMENT ("Agreement"), entered into to be effective this 1st day of <sup>BA</sup>~~April~~<sup>MAY</sup> 2006 by and between, ACME PRODUCTS, INC, a corporation with its principal place of business in Tulsa, Oklahoma ("Contractor") and MAGELLAN PIPELINE COMPANY, L.P. a Delaware corporation, with its principal place of business in Tulsa, Oklahoma ("Company") hereinafter jointly referred to as "Parties" or singularly as "Party".

WHEREAS, Company operates refined petroleum products pipeline system, terminals and ammonia pipeline system and may from time to time experience a release or spill of product that requires emergency response and follow-up services to assist Company in controlling and mitigating such spills;

WHEREAS, Contractor is experienced in providing emergency response and follow-up services to spills such as the type as Company may have;

WHEREAS, Company desires Contractor to assist Company in providing emergency response and follow-up services to spills if requested, and Contractor desires to perform such services when requested; and

NOW THEREFORE, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, the Parties agree as follows:

### 1. Definitions

- 1.1 "Company Spill Response Request" shall mean a request by Company to Contractor for Spill Response Dispatch or Spill Response Standby.
- 1.2 "Hazardous Waste (or Waste)" shall mean Product(s) and/or any material or substances contaminated with the Product(s).
- 1.3 "Laws" shall mean all applicable federal, state, county, local laws, regulations and ordinances, including without limitation, those issued under the auspices of the USCG, MMS, OPS, EPA, OPA 90, OSRO, PREP, Department of Transportation ("DOT"), the Occupational Safety and Health Administration ("OSHA"), RCRA and CERCLA or any other authority having jurisdiction over the work.
- 1.4 "OPA 90" shall mean the Oil Pollution Act of 1990.
- 1.5 "OSRO" shall mean the Oil Spill Removal Organization contained in the Guidelines for the U.S. Coast Guard OSRO Classification Program.
- 1.6 "PREP" shall mean the National Preparedness For Response Exercise Program issued under the OPA 90 jointly by the U.S. Coast Guard ("USCG"), the Environmental Protection Agency ("EPA"), the Office of Pipeline Safety ("OPS"), and the Minerals Management Services ("MMS").



In performance of the work, the Contractor shall at all times be an independent contractor and the relation of the parties in the Agreement shall in no event be construed as constituting any other relationship.

27. **Non-Exclusivity**

Nothing in this Agreement shall require Company to solely utilize the services of Contractor or to ever utilize Contractor's services.

28. **Applicable Law**

This Agreement shall be governed by, and in accordance with, the laws of the State of Oklahoma without regard to principles of conflicts of laws.

29. **Entire Agreement**

This Agreement states the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the subject matter hereof and may not be amended except by written instrument executed by the parties hereto. Release or waiver of any default or the failure to assert any right under this Agreement shall not be deemed in any case to be confirming waiver as to constitute an amendment of this Agreement. All Exhibits referenced herein and attached hereto are incorporated by reference as part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as of the date first above written by their duly authorized representatives below.

<b>Magellan Pipeline Company, L.P.</b> by Magellan Pipeline GP, LLC, its general partner	<del>Acme Boom, Inc.</del> <sup>AK</sup> Acme Products, Inc.
By: <u>Melanie Little</u>	By: <u>Andrew B. Actendorf</u>
Name: <u>MELANIE LITTLE</u>	Name: <u>ANDREW B. ACTENDORF</u>
Title: <u>DIRECTOR, EH&amp;S</u>	Title: <u>PRESIDENT</u>
Date: <u>6/16/06</u>	Date: <u>7/11/06</u>

## EXHIBIT G

### ANNUAL ACKNOWLEDGEMENT OF MASTER EMERGENCY SPILL RESPONSE AGREEMENT (MESRA)

In order to verify the status of Contractor's response teams, this acknowledgement form must be completed and signed by Contractor, and then submitted to Company not later than the 30<sup>th</sup> day of January annually.

Submittal of this form is required per MESRA paragraph 24 (c); however, failure to submit this document timely does not in any way constitute an abrogation of the terms and conditions of the MESRA.

Execution of this acknowledgement by Contractor's representative will serve as certification that Magellan Pipeline Company, L.P. has complied with the preparedness and prevention sections for securing arrangements with a hazardous materials cleanup contractor Acme Environmental, Inc. dba Acme Products Co. as required by the Oil Pollution Act of 1990 and any related regulatory requirements.

By: DAVID POLLARD  
Title: Vice President  
Signature: [Signature]  
Date: 1-4-12

Complete this form annually and submit to:

Magellan Midstream Partners, L.P.  
Holly Warner – Project Analyst III  
One Williams Center, MD 30  
Tulsa, Oklahoma 74172

Email: holly.warner@magellanlp.com



**Acme Products Co.**

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

[www.acmeboom.com](http://www.acmeboom.com)

**2013**

**ACME PRODUCTS EMERGENCY RESPONSE PACKAGE**

**CONTENTS:**

1. PREP Letter
2. Listing of Equipment and Personnel
3. Rate Sheet and Policies
4. Copy of Contract
5. Coast Guard/OSRO Classification Statement
6. Insurance Certificate
7. Drug Testing Statement
8. Response Time Map
9. Equipment Deployment Certification Reports



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January 2013

This is to acknowledge that Acme Products Co. has successfully deployed a representative sample of our spill response equipment, quarterly, during the last 12 months. The balance of our spill response equipment not deployed has been properly inspected, maintained, and documented to be in good operating condition.

This is also to acknowledge that our spill response personnel have received the necessary training to safely and effectively respond to an oil spill. A record of this training is on file for the last three (3) years and is available for review upon request.

Sincerely,

Andrew B. Altendorf  
President

ABA/hmr  
Emergency Prep Letter



## Acme Products Co.

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Phone: (918)836-7184 - Fax: (918)836-9197

[www.acmeboom.com](http://www.acmeboom.com)

### SPILL RESPONSE EQUIPMENT AND PERSONNEL LIST

24 Hour Telephone Service and Pagers facilitate rapid response

Containment Boom: 5000' - 10,000' suitable for rivers, lakes, bays, harbors, near shore and inland waterways; 1,000' - 2,000' of Super Mini Boom for ditches, creeks, streams or sweeping on rivers and lakes.

4 Ea. - 36" Drum Skimmer

1 Ea. - 3" Mop Skimmer

Washdown Pumps: 4 Floating and 15 Portable High Pressure with 200' - 300' of 1 1/2" discharge hose.

Transfer Pumps: 2 - 3" Diaphragm and 3 - 3" Centrifugal Trash.

Blowers: 4 Backpack Type, 6 Hand Held

8 - Weedeaters and 2 Chainsaws

Boats: 4 - 16', 1 - 12' Aluminum with 25 H.P. Motors, Extra Motors, and Trailers

Trailers: 2 - 16 Ft. Boom Trailers

Response Type:

20 Ft. Closed Van Type with personnel equipment (boots, waders, gloves, coveralls, hard hats, goggles, safety glasses, filter masks, respirators, life jackets, etc.); propane torches and tanks; hand tools (shovels, pitchforks, rakes, dipnets, sledge hammers, brush hooks, squeegees, etc.); fuel tanks and safety cans; barricades with flashers, traffic cones and hazard tape; spare parts and motors; quick couplers for hose and pipe (1"-4"); repair couplers; tow/tie of bridles, add-on lead ballast weights and tow hitches for containment boom; rope, anchors, and buoys for anchoring containment boom; tarps, poly bags, metal stakes, filter fence wire; generators with lights.

Delivery Type:

2 @ 20 Ft. Closed Van Type for sorbents, boom, etc.

2 @ 20 Ft. Open Stakebody Type for boom, accessories, etc.

1 @ 16 Ft. Open Stakebody Type for boom, accessories, etc.

## Page 2 - Spill Response Equipment and Personnel List

### Vehicles:

- 1 - 4 Wheel Drive Tahoe
- 1 - 1 Ton Dual-Wheel 12Ft Stakebody Truck
- 1 - 1 Ton 4 Wheel Drive Crew Cab Truck
- 1 - ¾ Ton 4 Wheel Drive Pick-up Truck
- 1 - ½ Ton 4 Wheel Drive Pick-up Truck
- 1 - ½ Ton Pick-up Truck
- 1 - 4 Wheel Drive ATV with Trailer

Communication Equipment: Hand Held 2-Way Radios & Cell Phones

Poly Overpack Drums: 10-20 Each

Sorbents: 4-5 Truckloads of assorted types (booms, pads, rolls, etc.) for different hydrocarbons and applications (C.E.P., Acme, Oil Snares for Viscous Oil, Dicalite, Sphag-Sorb, and Kenaf Particulate).

Personnel: 10 to 15 experienced personnel capable of acting as supervisors, foreman, and equipment operators.

In the event of a major spill, we have established stand-by relationships with experienced contractors in the following locations:

Ardmore, OK	Kansas City, KS
Denver, Colorado	Baltimore, Maryland
San Antonio, Texas	Newark, New Jersey
Houston, Texas	Camden, New Jersey
Fort Worth, Texas	Pittsburgh, Pennsylvania
Galveston, Texas	Parkers Ford, Pennsylvania
Port Arthur, Texas	Detroit, Michigan
New Orleans, Louisiana	Indianapolis, Indiana
Memphis, Tennessee	Kinston, North Carolina
Nashville, Tennessee	Seattle, Washington
Long Beach, California	Minneapolis/St.Paul Minnesota
Birmingham, Alabama	





## Acme Products Co.

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Phone: (918)836-7184 - Fax: (918)836-9197  
www.acmeboom.com

### OIL SPILL RESPONSE RATES AND POLICIES

Effective Date: January 1, 2013

#### PERSONNEL

	<u>Straight Time</u>
Laborer .....	\$28.00/Hour
Spill Technician. ....	\$40.00/Hour
Equipment Operator .....	\$45.00/Hour
Foreman .....	\$55.00/Hour
Supervisor .....	\$66.00/Hour

Labor rates computed as follows:

Straight Time: Week Days, 8:00 AM to 4:00 PM

Time and One-Half: Week Days, 4:00 PM to 8:00 AM,  
Saturdays and Sundays - All Day

Double Time: Holidays - All Day

\* Emergency Deliveries @ \$2.75 per mile - one way.

Minimum four-hour labor charge

Charge for subsistence outside 50-mile radius of Tulsa, OK.....	\$140.00/Day/Employee
Charge for P.P.E., Respirators, and hand tools .....	\$ 65.00/Day/Employee

#### RENTAL POLICY

Minimum rental of one day on daily rated equipment

#### VEHICLES, BOATS AND TRAILERS

Four-Wheel Drive .....	\$150.00/Day
Pickup Truck.....	\$100.00/Day
Stake Body Truck (1 1/2 Ton) .....	\$200.00/Day
Cargo Van Truck (16' - 24') .....	\$225.00/Day
16' Boat with Outboard Motor .....	\$250.00/Day
12' Boat with Outboard Motor .....	\$175.00/Day
Response Trailer, 20' Van W/Spill Response Equipment .....	\$350.00/Day
Delivery Trailers .....	\$ 75.00/Day
Four Wheeler (ATV) with Trailer.....	\$225.00/Day

#### RECOVERY EQUIPMENT AND ACCESSORIES

Oil Containment Boom - Acme "O.K. Corral" .....	\$1..40/Ft/Day
Danforth Anchors with Mooring and Marker Buoys .....	\$150.00/Set/Spill
(If not retrievable, cost = \$598.50/Set)	
Acme Super Mini Boom (2 1/2" Float x 4" Skirt) .....	\$ .75/Ft/Day
Boom Cleaning (Depending on type of contaminates) .....	\$ .60/Ft. - .90/Ft

### SKIMMERS, PUMPS, ETC.

Drum Skimmer w/ Air Compressor .....	\$500.00/Day
Acme FS400ASK-39T Powered Skimmer .....	\$200.00/Day
Acme FSV-39T Vacuum Skimmer .....	\$150.00/Day
Acme Mop Skimmer .....	\$300.00/Day
Acme Drum Skimmer With Power Pack .....	\$500.00/Day
Acme FS150A-39G4 Floating Washdown Pump .....	\$150.00/Day
Honda High Pressure Pumps - Washdown/Decon .....	\$150.00/Day
Honda 3" Contractors Trash Pump .....	\$150.00/Day
Backpack Blower .....	\$ 75.00/Day
3" Suction Hose W/Fittings.....	\$ 2.50/Ft/Spill
2" Suction Hose W/Fittings.....	\$ 1.50/Ft/Spill
1 1/2" Suction Hose W/Fittings .....	\$ 1.25/Ft/Spill
Trailer Mounted High Pressure Washer.....	\$300.00/Day
3" Double Diaphragm Pump.....	\$200.00/Day

### MISCELLANEOUS EQUIPMENT

Trailer Mount Generator .....	\$250.00/Day
Generator with Floodlights .....	\$175.00/Day
Personnel - Decon Pool.....	\$100.00/Day
Equipment - Decon Pool .....	\$350.00/Day
Portable Radio(s) and Cellular Phone(s).....	\$ 45.00/Day
Chainsaw, Weed eater, Brush Cutter .....	\$ 75.00/Day
20/30 Gallon Pollution Cans .....	\$ 15.00/Spill
D.O.T. Poly Overpack Drums.....	\$190.00/Spill
Life Jacket(s).....	\$ 25.00/Spill
Boots, Hip .....	\$ 60.00/Spill
Boots, Chest Wader.....	\$ 95.00/Spill
SCBA and Draeger Monitoring Equipment .....	\$ 50.00/Day

### MISCELLANEOUS MATERIALS

Polypropylene Rope, 1/4" x 1000' Roll.....	\$ 60.00/Roll
Polypropylene Rope, 1/2" x 1000' Roll.....	\$180.00/Roll
Polypropylene Rope, 5/8" x 600' Roll.....	\$180.00/Roll
Rags (25# Box) .....	\$ 35.00/Box
Polyethylene Sheeting — Visqueen.....	\$150.00/Roll
Heavy Duty Polyethylene Trash Bags .....	\$ 2.00/Each
Heavy-Duty Metal Stakes .....	\$ 10.00/Each

CLEANING EQUIPMENT: Cleaning Contaminated Equipment will be 1/4 to 1/2 Daily Rental Rate per Unit

STAND BY RATE: Negotiated based on circumstances

SORBENTS: Sorbents will be charged according to Acme's published spill list prices - (Available upon request)

### OUTSIDE EQUIPMENT RENTAL

A 20% handling charge is added to any equipment, materials or service which we subcontract, purchase, or rent that is not listed on this rate sheet.

### DISPOSAL

Disposal of waste products is the responsibility of the customer. However, upon customer request, transport/disposal of waste products can be arranged by Acme Products. A 20% handling fee will be added to any outside contractor, transportation or disposal site charges.

## **TERMS:**

Invoices will be rendered either on a daily basis or at the completion of the individual job, depending on the duration of the job.

All rental charges, sell charges, service charges, prepaid transportation, cartage, etc. are payable NET CASH within ten (10) days from date of invoice. FINANCE CHARGES computed by a "PERIODIC RATE" OF ONE AND ONE-HALF PERCENT (1-1/2%) PER MONTH (18%) PER ANNUM, will be applied to any unpaid balance beginning thirty (30) days from invoice date. Should it become necessary to employ an attorney to collect any unpaid balance of an invoice, customer agrees to pay the fee of such attorney. Such fee is hereby fixed at twenty-five percent (25%) of the amount due or One Hundred Dollars (\$100.00), whichever is greater.

Experienced Acme Products Company personnel are available for operating equipment and for instructional purposes. Personnel and transportation charges as shown on cost schedule will apply.

These terms and conditions are to be considered an integral part of Acme Products Company oil spill reclaiming service price schedules.

## **CONDITIONS:**

The renter of Acme Products Company equipment and services agrees that Acme Products Company is an independent contractor and that all work be done under the exclusive control and supervision of renter (hereinafter called customer) or his agent. The work area, premises about the area, ingress and egress routes in the area, and services provided by others are at all times in complete care, custody, and control of the customer or his agent. The customer shall provide all state and local permits of whatever governmental documentation or authority is required to perform the job.

A responsible representative of the customer must be present to designate work area and ascertain conditions, to the best of his knowledge, under which Acme Products Company services or products will be used. Because of uncertain or unknown conditions and incidental hazards under which services are rendered, Acme Products Company does not guarantee the results of the work, services, or products, and all services are rendered at the customer's risk.

It is agreed that Acme Products Company shall not be liable or responsible for any loss, damage, or injury to said work area or customer facilities resulting from the use of its tools, equipment or services, or from acts of any person engaged in doing such work. The customer agrees to protect, indemnify and hold Acme Products Company, its agents and employees harmless from claims, damages, or causes of action asserted by customer employees, or by any third parties for personal injury or property damage including, without limitation, damage to work area, customer facilities or third party property, in any way arising out of the rental of Acme Products Company accessories, or other equipment and from any services rendered except that Acme Products Company shall be liable for injury caused by its intentional misconduct.

Conditions at the work area which prevent operation of Acme Products Company equipment or change in plans by the customer do not relieve the customer of his responsibility for personnel, rental, or transportation charges. A minimum of four (4) hours time for each Acme Products Company personnel responding to customer's request (all as shown in current price schedule attached) will be charged.

No employee, agent or representative of Acme Products Company has authority to alter, extend, or exceed these terms except an officer of Acme Products Company. Should customer violate any of these terms and conditions, become bankrupt, insolvent, in receivership, or should any creditor or person levy customer's property or equipment, Acme Products Company shall immediately have the right without notice to retake and remove its equipment wherever it may be found.

## **EQUIPMENT RENTALS**

Equipment and tools used will be charged for at the posted rental prices which are subject to change without notice. The customer's responsibility herein begins when tools or equipment leave Acme Products Company service point and continue until they are returned.

Tools or equipment obtained from outside sources are subject to the condition, warranties, if any, and prices established by suppliers. (Special tools ordered and built will be charged at applicable shop time, plus minimum rental, whether or not the tools are used).

## **MINIMUM RENTALS:**

The renter of Acme Products Company equipment agrees to a minimum rental time of one (1) calendar day commencing when the equipment leaves the Acme Products Company service point. Rental time shall be invoiced to the customer until the equipment is returned to the Acme Products Company point or until the customer makes other arrangements with Acme Products Company for return of equipment.

**PERSONNEL TIME:**

All personnel will be charged at the rates shown in the personnel price schedule. Time is charged when personnel leave Acme Products Company service point and continues until they return, or where subsistence and lodging charges are in force, from the time they leave their lodging until their return.

**DAMAGE TO RECOVERY EQUIPMENT AND ACCESSORIES:**

Ordinary wear and tear excepted, recovery equipment and accessories will be repaired at customer's expense.

**LOSS OR DAMAGE BEYOND REPAIR OF PROTECTIVE CLOTHING, HAND TOOLS AND MISCELLANEOUS EQUIPMENT:**

Loss or damage beyond repair of miscellaneous equipment will be charged at replacement costs less accrued rental fees. All equipment damaged beyond repair will be held up to ten days for the customer's inspection or disposition.

**TAXES:**

All federal, state or municipal taxes, except income and ad valorem taxes, now or hereafter imposed with respect to services rendered; to rental equipment; to the processing, manufacture, repair, delivery, transportation of merchandise or equipment shall be added to and become a part of the price payable by the customer.

**INSURANCE:**

Acme Products Company shall maintain at all times the following insurance, in amounts not less than those respectively specified: (a) Workmen's Compensation insurance complying with the laws of each state in which the work is to be performed, \$100,000/\$500,000/\$100,000; (b) Employer's liability insurance, \$500,000 combined single limit; (c) Automotive and general liability insurance, \$500,000 combined single limit; and shall furnish evidence satisfactory that such insurances are in effect.

**RESPONSIBILITY FOR WORK:**

Work in progress, including all property and charges for labor and rental equipment, shall be exclusive responsibility of the customer. If the customer obtains insurance protections against such risks or part thereof Acme Products Company and its insurers shall have full waiver of subrogation by the customer and customer's insurers, and such customer-obtained insurance shall bear all losses thereby insured against and up to the full amount of such insurance without any contribution by Acme Products Company or its insurer and without any proration of loss between the customer's insurer and Acme Products Company or its insurers. If requested, Acme Products company shall provide such insurance as hereinafter stated.

**ADDITIONAL INSURANCE:**

Acme Products Company agrees to use its best efforts to procure additional insurance or to increase the limits of the policies listed above if requested by the customer. However, the cost of any additional insurance is to be charged as outside services arranged by Acme Products Company and invoiced to the customer at Acme Products Company's cost plus 20%.

**LIMITATIONS:**

Acme Products Company obligation, if assumed, to indemnify customer from all claims, liabilities and causes of action based upon Acme Products Company's negligence or that of Acme Products Company's employees, agents or subcontractors shall be limited strictly to and shall not exceed Acme Products Company insurance coverage, which insurance coverage and its limitations and exclusion are explained hereinafter. Accordingly to the extent that the damage or destruction not be within the insurance cover, customer shall pay Acme Products Company for repairs or replacement at the rates set forth herein.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
National Strike Force Coordination Ctr.

1461 North Road Street  
Elizabeth City, NC 27909  
Staff Symbol:  
Phone: 252-331-6000  
FAX: 252-331-6012

16465

ACME Products Company  
Attn: David Pollard  
2666 N. Darlington  
Tulsa, OK 74115

JUL 26 2006

Dear Mr. Pollard,

Your application for classification as an Oil Spill Removal Organization (OSRO) has been reviewed and processed as outlined in the Coast Guard OSRO Classification Guidelines dated 27 April 2001. You are assigned OSRO classification number 0010; please use this number in all future correspondence to this office. You have received the following classifications:

Captain of the Port (COTP) Zone	Environment	Facility	Vessel
Sector Lower Mississippi	River/Canal/Inland	MMPD	MMPD
Sector Upper Mississippi	River/Canal/Inland	MMPD	MMPD

Enclosure (1) is a CD containing your classification information. On the CD, you will find a summary of your classifications by environment and COTP zone and a summary of the resource totals for boom, Temporary Storage Capacity (TSC), and Effective Daily Recovery Capacity (EDRC) used to determine these classifications. Our files will be updated to reflect your current status; please inform your clients of the same. Your classifications will also be listed on the OSRO Classification Matrix available on the Internet at:

<http://www.uscg.mil/hq/nsfweb/nsfcc/ops/OSRO/links/osroinfoonclassifiedosro.html>

The Coast Guard is transitioning to a Sector organization which consolidates field operational and marine safety functions. MSO Memphis is now Sector Lower Mississippi. MSO Saint Louis is now Sector Upper Mississippi.

If you have any questions or would like more information regarding your classifications, please contact any of the Response Resource Assessment Branch or the Response Resource Inventory Branch staff. Our contact information can be found in Enclosure (2).

Thank you for your participation in the OSRO program; your efforts to strengthen our national response capabilities are greatly appreciated.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. P.O. Box 3142 Tulsa, OK 74101-3142 Walter P. Bryce, Jr	1-918-584-1433	CONTACT NAME: Angela Lupton PHONE (A/C, No, Ext): 918-764-1619 FAX (A/C, No): E-MAIL: angela_lupton@ajg.com ADDRESS:
INSURED Acme Environmental, Inc. dba Acme Products Company 2666 N Darlington Tulsa, OK 74115		INSURER(S) AFFORDING COVERAGE INSURER A: COLONY INS CO INSURER B: COMPSOURCE OK INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 39993 36188

**COVERAGES**

CERTIFICATE NUMBER: 30585890

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pollution Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	EPK301067	11/16/12	01/01/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AB8123892	11/16/12	01/01/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EXC301068	11/16/12	01/01/14	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	02049322	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

See Attached

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENT Edward J. Gallagher Risk Management Services, Inc.		NAMED INSURED Acme Environmental, Inc. dba Acme Products Company 2666 N Darlington	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE	Tulsa, OK 74115	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

Certificate Holder is included as Additional Insured on the General Liability, policy,  
 as per GL endorsement # EV 238, edition 02/12, endorsement # EV 242, edition 03/12.

Waiver of Subrogation applies to certificate holder, as respects General Liability policy,  
 pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

**NCMS**  
**NATIONAL COMPLIANCE**  
Management Service, Inc.

DOT Department

7 Compound Drive  
Hutchinson, Kansas 67502  
(620) 669-0954 Phone  
(620) 669-8430 Fax  
[www.nationalcompliance.com](http://www.nationalcompliance.com)

March 10, 2010

ACME PRODUCTS COMPANY  
MR. ANDREW ALTENDORF  
2666 NORTH DARLINGTON AVENUE  
TULSA, OK 74115

MR. ANDREW ALTENDORF

**Re: Review of Drug/Alcohol Plan for Compliance with 49 CFR Part 199 and Part 40**

As requested by our pipeline operator clients your anti-drug plan and alcohol misuse prevention plan programs have been evaluated per this pipeline operator's regulatory obligation as set forth in Part 40 and 49 CFR Part 199.115 & Part 199.245. The results of the evaluation are as follows:

Your company drug/alcohol plan was found to be satisfactory per the regulations stated above.

*The timely submission of statistical data is a continuous requirement to maintain your satisfactory status and the report must be received within 30 days after the end of the reporting period. Failure to provide the requested documentation could result in the removal of your satisfactory status with our pipeline clients.*

*This satisfactory letter indicates that your DOT contractor file has been reviewed and found to meet all the minimum PHMSA and DOT requirements for the NCMS pipeline operators exclusively. This letter cannot be used to satisfy any other pipeline operator requirements and/or any other DOT auditor compliance.*

Your company's drug and alcohol file will be periodically reviewed to maintain your satisfactory status.

If you have any questions concerning this evaluation, please feel free to contact this office.

Sincerely,  
DOT Department

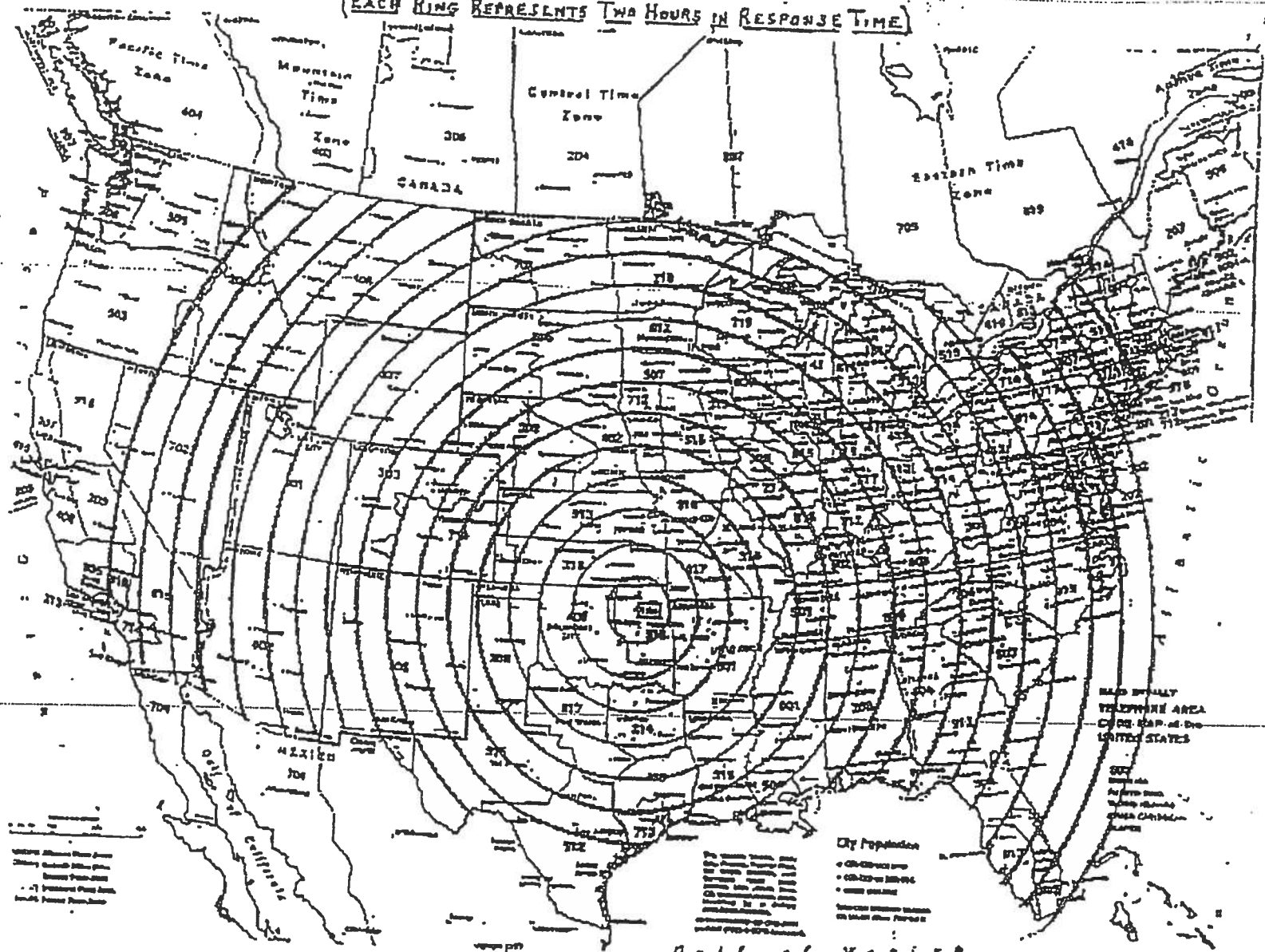
Stacey Baughman - Manager  
ph: (620) 669-4428  
email: [stacey@nationalcompliance.com](mailto:stacey@nationalcompliance.com)

Tricia Radke - Auditor  
ph: (620) 669-4423  
email: [tricia@nationalcompliance.com](mailto:tricia@nationalcompliance.com)

David Higdon - Auditor  
ph: (620) 669-4436  
email: [david@nationalcompliance.com](mailto:david@nationalcompliance.com)

**Contractor Monitoring for the Oil and Gas Industry**

EACH RING REPRESENTS TWO HOURS IN RESPONSE TIME



Legend:  
 • City Population  
 • 100,000 and over  
 • 50,000 to 99,999  
 • 25,000 to 49,999  
 • 10,000 to 24,999  
 • 5,000 to 9,999  
 • 2,500 to 4,999  
 • 1,000 to 2,499  
 • 500 to 999  
 • 250 to 499  
 • 100 to 249  
 • 50 to 99  
 • 25 to 49  
 • 10 to 24  
 • 5 to 9  
 • 1 to 4

City Population  
 • 100,000 and over  
 • 50,000 to 99,999  
 • 25,000 to 49,999  
 • 10,000 to 24,999  
 • 5,000 to 9,999  
 • 2,500 to 4,999  
 • 1,000 to 2,499  
 • 500 to 999  
 • 250 to 499  
 • 100 to 249  
 • 50 to 99  
 • 25 to 49  
 • 10 to 24  
 • 5 to 9  
 • 1 to 4

BASED ON 1950  
 TELEPHONE AREA  
 CODE MAP OF THE  
 UNITED STATES

U.S. DEPARTMENT OF COMMERCE  
 BUREAU OF ECONOMIC ANALYSIS  
 WASHINGTON, D.C.



## Acme Products Co.

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

www.acmeboom.com

### ANNUAL EQUIPMENT DEPLOYMENT CERTIFICATION REPORT

Documentation of equipment used during spill response, drills or training.

This report is used for crediting the response plan holders for OSRO equipment deployment under the Preparedness Response Exercise Program (PREP), all deployments, whether during actual spill response, training or exercise/drills must be properly documented. The contractor must certify that: 1) Response equipment is operational; 2) Personnel are capable of deploying and operating the equipment in a spill response; and 3) Response resources participate in annual deployment drills.

PLEASE PROVIDE THE FOLLOWING INFORMATION (use additional sheet(s) if necessary):

**OSRO NAME:** Acme Environmental Inc. dba Acme Products Company

**ADDRESS:** 2666 N. Darlington Ave., Tulsa, OK 74115

**TEL (24 HR SERVICE):** 918-836-7184

**CENTERS:** Tulsa, Oklahoma

**MSO/COTP ZONE(S) OR EPA REGION(S):**  
Lower/Upper Mississippi

**RESPONSE DATE:** February 07, 2012

**ENVIRONMENT (CIRCLE ONE)**

PROTECTED

SHELTERED

UNSHELTERED

**GEOGRAPHICAL DESCRIPTION (FACILITY, BODY OF WATER, MILES OFFSHORE):**

2.5 miles of irrigation channel, Chickasha, Oklahoma

**EQUIPMENT DEPLOYED:** [List all types of boom (minimum 1,000 ft. of solid log flotation, air inflated, self inflated, skimmers (including vacuum trucks), boats, temporary storage devices, Command/Communications Center.]

2,000 ft. of 18" containment boom, 36" drum skimmer, 16' boom trailer, 20' response trailer, 4 Honda wash pumps with hoses, 2 blowers, 3 - 4x4 trucks, 1 - 1 1/2 ton stake body truck, 2 pallets of 5" sorbent boom, 2 pallets sorbent pads, 20 rolls poly bags

**PERSONNEL:** [List by category and number (supervisor, foreman, equipment operator, technician, etc.)]

1 - Supervisor, 2 - Foreman, 8 - Spill Techs

**ADDITIONAL REMARKS:**

*I certify that:*

- 1) The equipment used is in good working order and was properly operated in the environment indicated;*
- 2) The involved personnel demonstrated competency in deployment and operation of the equipment.*

  
\_\_\_\_\_  
Dave Pollard, Vice-President

*1-7-2012*  
\_\_\_\_\_  
Date



## Acme Products Co.

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

www.acmeboom.com

### ANNUAL EQUIPMENT DEPLOYMENT CERTIFICATION REPORT

Documentation of equipment used during spill response, drills or training.

This report is used for crediting the response plan holders for OSRO equipment deployment under the Preparedness Response Exercise Program (PREP), all deployments, whether during actual spill response, training or exercise/drills must be properly documented. The contractor must certify that: 1) Response equipment is operational; 2) Personnel are capable of deploying and operating the equipment in a spill response; and 3) Response resources participate in annual deployment drills.

PLEASE PROVIDE THE FOLLOWING INFORMATION (use additional sheet(s) if necessary):

**OSRO NAME:** Acme Environmental Inc. dba Acme Products Company

**ADDRESS:** 2666 N. Darlington Ave., Tulsa, OK 74115

**TEL (24 HR SERVICE):** 918-836-7184

**CENTERS:** Tulsa, Oklahoma

**MSO/COTP ZONE(S) OR EPA REGION(S):**

Lower/Upper Mississippi

**RESPONSE DATE:** February 11, 2012

**ENVIRONMENT (CIRCLE ONE)**

PROTECTED

SHELTERED

UNSHELTERED

**GEOGRAPHICAL DESCRIPTION (FACILITY, BODY OF WATER, MILES OFFSHORE):**

Keystone water flood area, Mannford, OK

**EQUIPMENT DEPLOYED:** [List all types of boom (minimum 1,000 ft. of solid log flotation, air inflated, self inflated, skimmers (including vacuum trucks), boats, temporary storage devices, Command/Communications Center.]

1200' solid log flotation containment boom, 1 – 16' boat, 1 – response trailer, 1 – drum skimmer, 3 – wash pumps, 2 – blowers, 3 – 4x4 trucks

**PERSONNEL:** [List by category and number (supervisor, foreman, equipment operator, technician, etc.)]

1 – Supervisor, 1 – Foreman, 9 – Technicians

**ADDITIONAL REMARKS:**

Emergency response – Crude Oil Spill



*I certify that:*

- 1) The equipment used is in good working order and was properly operated in the environment indicated;*
- 2) The involved personnel demonstrated competency in deployment and operation of the equipment.*



Dave Pollard, Vice-President

*1-11-2012*

Date



## Acme Products Co.

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

www.acmeboom.com

### ANNUAL EQUIPMENT DEPLOYMENT CERTIFICATION REPORT

Documentation of equipment used during spill response, drills or training.

This report is used for crediting the response plan holders for OSRO equipment deployment under the Preparedness Response Exercise Program (PREP), all deployments, whether during actual spill response, training or exercise/drills must be properly documented. The contractor must certify that: 1) Response equipment is operational; 2) Personnel are capable of deploying and operating the equipment in a spill response; and 3) Response resources participate in annual deployment drills.

PLEASE PROVIDE THE FOLLOWING INFORMATION (use additional sheet(s) if necessary):

**OSRO NAME:** Acme Environmental Inc. dba Acme Products Company

**ADDRESS:** 2666 N. Darlington Ave., Tulsa, OK 74115

**TEL (24 HR SERVICE):** 918-836-7184

**CENTERS:** Tulsa, Oklahoma

**MSO/COTP ZONE(S) OR EPA REGION(S):**

Lower/Upper Mississippi

**RESPONSE DATE:** February 15, 2012

**ENVIRONMENT (CIRCLE ONE)**

PROTECTED

SHELTERED

UNSHELTERED

**GEOGRAPHICAL DESCRIPTION (FACILITY, BODY OF WATER, MILES OFFSHORE):**

Port of Catoosa, Catoosa, Oklahoma

**EQUIPMENT DEPLOYED:** [List all types of boom (minimum 1,000 ft. of solid log flotation, air inflated, self inflated, skimmers (including vacuum trucks), boats, temporary storage devices, Command/Communications Center.]

500' containment boom, 2 – 16' boats, 1 – response trailer

**PERSONNEL:** [List by category and number (supervisor, foreman, equipment operator, technician, etc.)]

1 – Supervisor, 2 – Equipment Operators, 5 – Spill Techs

**ADDITIONAL REMARKS:**

Training Exercise

*I certify that:*

- 1) The equipment used is in good working order and was properly operated in the environment indicated;*
- 2) The involved personnel demonstrated competency in deployment and operation of the equipment.*

  
\_\_\_\_\_  
Dave Pollard, Vice-President

*1-15-2022*  
\_\_\_\_\_  
Date



## Acme Products Co.

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

www.acmeboom.com

### ANNUAL EQUIPMENT DEPLOYMENT CERTIFICATION REPORT

Documentation of equipment used during spill response, drills or training.

This report is used for crediting the response plan holders for OSRO equipment deployment under the Preparedness Response Exercise Program (PREP), all deployments, whether during actual spill response, training or exercise/drills must be properly documented. The contractor must certify that: 1) Response equipment is operational; 2) Personnel are capable of deploying and operating the equipment in a spill response; and 3) Response resources participate in annual deployment drills.

PLEASE PROVIDE THE FOLLOWING INFORMATION (use additional sheet(s) if necessary):

**OSRO NAME:** Acme Environmental Inc. dba Acme Products Company

**ADDRESS:** 2666 N. Darlington Ave., Tulsa, OK 74115

**TEL (24 HR SERVICE):** 918-836-7184

**CENTERS:** Tulsa, Oklahoma

**MSO/COTP ZONE(S) OR EPA REGION(S):**  
Lower/Upper Mississippi

**RESPONSE DATE:** May 23, 2012

**ENVIRONMENT (CIRCLE ONE)**

PROTECTED

SHELTERED

UNSHELTERED

**GEOGRAPHICAL DESCRIPTION (FACILITY, BODY OF WATER, MILES OFFSHORE):**

Port of Catoosa, Catoosa, OK

**EQUIPMENT DEPLOYED:** [List all types of boom (minimum 1,000 ft. of solid log flotation, air inflated, self inflated, skimmers (including vacuum trucks), boats, temporary storage devices, Command/Communications Center.]

800' solid log flotation containment boom, 300' – 5" sorbent boom, 4 – 16' boat, 1 – response trailer, 3 – 4x4 trucks

**PERSONNEL:** [List by category and number (supervisor, foreman, equipment operator, technician, etc.)]

1 – Supervisor, 1 – Foreman, 7 – Spill Techs

**ADDITIONAL REMARKS:**

Emergency response – Hydraulic Fluid Spill

*I certify that:*

- 1) The equipment used is in good working order and was properly operated in the environment indicated;*
- 2) The involved personnel demonstrated competency in deployment and operation of the equipment.*



Dave Pollard, Vice President

5-23-2012

Date



## Acme Products Co.

2666 N. Darlington - Tulsa, Oklahoma 74115

Phone: (918)836-7184 - Fax: (918)836-9197

www.acmeboom.com

### ANNUAL EQUIPMENT DEPLOYMENT CERTIFICATION REPORT

Documentation of equipment used during spill response, drills or training.

This report is used for crediting the response plan holders for OSRO equipment deployment under the Preparedness Response Exercise Program (PREP), all deployments, whether during actual spill response, training or exercise/drills must be properly documented. The contractor must certify that: 1) Response equipment is operational; 2) Personnel are capable of deploying and operating the equipment in a spill response; and 3) Response resources participate in annual deployment drills.

PLEASE PROVIDE THE FOLLOWING INFORMATION (use additional sheet(s) if necessary):

**OSRO NAME:** Acme Environmental Inc. dba Acme Products Company

**ADDRESS:** 2666 N. Darlington Ave., Tulsa, OK 74115

**TEL (24 HR SERVICE):** 918-836-7184

**CENTERS:** Tulsa, Oklahoma

**MSO/COTP ZONE(S) OR EPA REGION(S):**  
Lower/Upper Mississippi

**RESPONSE DATE:** October 10, 2012

**ENVIRONMENT (CIRCLE ONE)**

PROTECTED

SHELTERED

UNSHeltered

**GEOGRAPHICAL DESCRIPTION (FACILITY, BODY OF WATER, MILES OFFSHORE):**  
Kaw Lake, Oklahoma

**EQUIPMENT DEPLOYED:** [List all types of boom (minimum 1,000 ft. of solid log flotation, air inflated, self inflated, skimmers (including vacuum trucks), boats, temporary storage devices, Command/Communications Center.]

1100' solid log flotation containment boom, 2 – 16' boat, 1 – response trailer, 1 – 36" drum skimmer, 3 – floating wash pumps, 1 – 2" high pressure pump

**PERSONNEL:** [List by category and number (supervisor, foreman, equipment operator, technician, etc.)]

1 – Supervisor, 1 – Foreman, 8 – Spill Techs

**ADDITIONAL REMARKS:**

Training exercise



 I certify that:

- 1) *The equipment used is in good working order and was properly operated in the environment indicated;*
- 2) *The involved personnel demonstrated competency in deployment and operation of the equipment.*

  
\_\_\_\_\_  
Dave Pollard, Vice-President

10-10-2022  
\_\_\_\_\_  
Date

**MASTER EMERGENCY  
SPILL RESPONSE AGREEMENT**

**by and between**

**Magellan Pipeline Company, L.P.**

**and**

**Bay West, Inc.**

**Contract Number MESRA 06MMLP201**

**Effective ~~October~~ \_\_, 2006**

*Jan 1, 2007*

*(PSM)*

## MASTER EMERGENCY SPILL RESPONSE AGREEMENT

THIS MASTER EMERGENCY SPILL RESPONSE AGREEMENT ("Agreement"), entered into to be effective this 1<sup>st</sup> day of January 2006 by and between, Bay West, Inc., a MN corporation with its principal place of business in St. Paul, MN ("Contractor") and MAGELLAN PIPELINE COMPANY, L.P. a Delaware corporation, with its principal place of business in Tulsa, Oklahoma ("Company") hereinafter jointly referred to as "Parties" or singularly as "Party". Psm

WHEREAS, Company operates refined petroleum products pipeline system, terminals and ammonia pipeline system and may from time to time experience a release or spill of product that requires emergency response and follow-up services to assist Company in controlling and mitigating such spills;

WHEREAS, Contractor is experienced in providing emergency response and follow-up services to spills such as the type as Company may have;

WHEREAS, Company desires Contractor to assist Company in providing emergency response and follow-up services to spills if requested, and Contractor desires to perform such services when requested; and

NOW THEREFORE, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, the Parties agree as follows:

### 1. Definitions

- 1.1 "Company Spill Response Request" shall mean a request by Company to Contractor for Spill Response Dispatch or Spill Response Standby.
- 1.2 "Hazardous Waste (or Waste)" shall mean Product(s) and/or any material or substances contaminated with the Product(s).
- 1.3 "Laws" shall mean all applicable federal, state, county, local laws, regulations and ordinances, including without limitation, those issued under the auspices of the USCG, MMS, OPS, EPA, OPA 90, OSRO, PREP, Department of Transportation ("DOT"), the Occupational Safety and Health Administration ("OSHA"), RCRA and CERCLA or any other authority having jurisdiction over the work.
- 1.4 "OPA 90" shall mean the Oil Pollution Act of 1990.
- 1.5 "OSRO" shall mean the Oil Spill Removal Organization contained in the Guidelines for the U.S. Coast Guard OSRO Classification Program.
- 1.6 "PREP" shall mean the National Preparedness For Response Exercise Program issued under the OPA 90 jointly by the U.S. Coast Guard ("USCG"), the Environmental Protection Agency ("EPA"), the Office of Pipeline Safety ("OPS"), and the Minerals Management Services ("MMS").

In performance of the work, the Contractor shall at all times be an independent contractor and the relation of the parties in the Agreement shall in no event be construed as constituting any other relationship.

27. Non-Exclusivity

Nothing in this Agreement shall require Company to solely utilize the services of Contractor or to ever utilize Contractor's services.

28. Applicable Law

This Agreement shall be governed by, and in accordance with, the laws of the State of Oklahoma without regard to principles of conflicts of laws.

29. Entire Agreement

This Agreement states the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the subject matter hereof and may not be amended except by written instrument executed by the parties hereto. Release or waiver of any default or the failure to assert any right under this Agreement shall not be deemed in any case to be confirming waiver as to constitute an amendment of this Agreement. All Exhibits referenced herein and attached hereto are incorporated by reference as part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as of the date first above written by their duly authorized representatives below.

<b>Magellan Pipeline Company, L.P.</b> <b>by Magellan Pipeline GP, LLC, its general partner</b>	<b>Bay West, Inc.</b>
By: <u>Melanie Little</u>	By: <u>Pamela S. McNeilly</u>
Name: <u>MELANIE LITTLE</u>	Name: <u>Pamela S. McNeilly</u>
Title: <u>DIRECTOR, FHS</u>	Title: <u>Contracts Manager</u>
Date: <u>12/12/06</u>	Date: <u>10/31/06</u>

**From:** [Bryan Murdock](#)  
**To:** [Bondy, Richard](#)  
**Cc:** [Pam McNeilly](#); [Ed Bacig](#)  
**Subject:** Status of Master Services Agreement  
**Date:** Friday, September 17, 2010 8:36:43 AM

---

Dear Rick, it was great to speak with you yesterday. I pulled and reviewed the contract that we currently have with Magellan Midstream Partners and the term of the contract is still valid. This contract is valid and designed for Bay West to respond to emergency and non-emergency work.

We are eager to help.

Sincerely, Bryan.

**Bryan Murdock**

Environmental & Industrial Services Manager

direct: 651-291-3473 ♦ cell: 651-248-4291

[bryanm@baywest.com](mailto:bryanm@baywest.com)

**Bay West, Inc.**

*Customer-Focused Environmental & Industrial Solutions*

5 Empire Drive, St. Paul, MN 55103

24-hrs: 1-800-279-0456

[www.baywest.com](http://www.baywest.com)

Consider the environment before printing this email.

*Check it out... Bay West Way of Being*

CONTRACTOR'S ORIGINAL

**MASTER EMERGENCY  
SPILL RESPONSE AGREEMENT**

**by and between**

**Magellan Pipeline Company, L.P.**

**and**

**Hazmat Response, Inc.**

**Contract Number - MESRA 06MMLP062**  
**Effective May 1, 2006**



## **MASTER EMERGENCY SPILL RESPONSE AGREEMENT**

THIS MASTER EMERGENCY SPILL RESPONSE AGREEMENT ("Agreement"), entered into to be effective this [REDACTED] day of [REDACTED] 2006 by and between, HAZMAT RESPONSE, INC, a corporation with its principal place of business in Olathe, KS ("Contractor") and MAGELLAN PIPELINE COMPANY, L.P. a Delaware corporation, with its principal place of business in Tulsa, Oklahoma ("Company") hereinafter jointly referred to as "Parties" or singularly as "Party".

WHEREAS, Company operates refined petroleum products pipeline system, terminals and ammonia pipeline system and may from time to time experience a release or spill of product that requires emergency response and follow-up services to assist Company in controlling and mitigating such spills;

WHEREAS, Contractor is experienced in providing emergency response and follow-up services to spills such as the type as Company may have;

WHEREAS, Company desires Contractor to assist Company in providing emergency response and follow-up services to spills if requested, and Contractor desires to perform such services when requested; and

NOW THEREFORE, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, the Parties agree as follows:

### **1. Definitions**

- 1.1 "Company Spill Response Request" shall mean a request by Company to Contractor for Spill Response Dispatch or Spill Response Standby.
- 1.2 "Hazardous Waste (or Waste)" shall mean Product(s) and/or any material or substances contaminated with the Product(s).
- 1.3 "Laws" shall mean all applicable federal, state, county, local laws, regulations and ordinances, including without limitation, those issued under the auspices of the USCG, MMS, OPS, EPA, OPA 90, OSRO, PREP, Department of Transportation ("DOT"), the Occupational Safety and Health Administration ("OSHA"), RCRA and CERCLA or any other authority having jurisdiction over the work.
- 1.4 "OPA 90" shall mean the Oil Pollution Act of 1990.
- 1.5 "OSRO" shall mean the Oil Spill Removal Organization contained in the Guidelines for the U.S. Coast Guard OSRO Classification Program.
- 1.6 "PREP" shall mean the National Preparedness For Response Exercise Program issued under the OPA 90 jointly by the U.S. Coast Guard ("USCG"), the Environmental Protection Agency ("EPA"), the Office of Pipeline Safety ("OPS"), and the Minerals Management Services ("MMS").

In performance of the work, the Contractor shall at all times be an independent contractor and the relation of the parties in the Agreement shall in no event be construed as constituting any other relationship.

27. Non-Exclusivity

Nothing in this Agreement shall require Company to solely utilize the services of Contractor or to ever utilize Contractor's services.

28. Applicable Law

This Agreement shall be governed by, and in accordance with, the laws of the State of Oklahoma without regard to principles of conflicts of laws.

29. Entire Agreement

This Agreement states the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the subject matter hereof and may not be amended except by written instrument executed by the parties hereto. Release or waiver of any default or the failure to assert any right under this Agreement shall not be deemed in any case to be confirming waiver as to constitute an amendment of this Agreement. All Exhibits referenced herein and attached hereto are incorporated by reference as part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as of the date first above written by their duly authorized representatives below.

<b>Magellan Pipeline Company, L.P.</b> by Magellan Pipeline GP, LLC, its general partner	<b>Hazmat Response, Inc.</b>
By: <u>Melanie Little</u>	By: <u>John W. Stockdale</u>
Name: <u>Melanie Little</u>	Name: <u>John W. Stockdale</u>
Title: <u>Director, EH&amp;S</u>	Title: <u>PRESIDENT</u>
Date: <u>6/16/06</u>	Date: <u>4-18-06</u>

## EXHIBIT G

### ANNUAL ACKNOWLEDGEMENT OF MASTER EMERGENCY SPILL RESPONSE AGREEMENT (MESRA)

In order to verify the status of Contractor's response teams, this acknowledgement form must be completed and signed by Contractor, and then submitted to Company not later than the 30<sup>th</sup> day of January annually.

Submittal of this form is required per MESRA paragraph 24 (c); however, failure to submit this document timely does not in any way constitute an abrogation of the terms and conditions of the MESRA.

Execution of this acknowledgement by Contractor's representative will serve as certification that Magellan Pipeline Company, L.P. has complied with the preparedness and prevention sections for securing arrangements with a hazardous materials cleanup contractor **Haz-Mat Response, Inc.** as required by the Oil Pollution Act of 1990 and any related regulatory requirements.

By: John W. Stockdale  
Title: PRESIDENT  
Signature: John W. Stockdale  
Date: 1-7-13

Complete this form annually and submit to:

Magellan Midstream Partners, L.P.  
Holly Warner – Project Analyst III  
One Williams Center, MD 30  
Tulsa, Oklahoma 74172

Email: [holly.warner@magellanlp.com](mailto:holly.warner@magellanlp.com)

# ANNUAL EXERCISE STATEMENT

DECEMBER 18, 2012

## 2012 PREP STATEMENT

To whom it may concern,

HAZ-MAT RESPONSE, INC. has fulfilled the annual deployment and exercise requirements, under OPA 90 PREP Guidelines.

During 2012, HAZ-MAT RESPONSE, INC.:

- Exercised a representative amount of each type of boom
- Exercised recovery equipment
- Exercised and trained personnel in oil spill recovery techniques.

HAZ-MAT RESPONSE, INC. fulfilled the requirements with spill response and exercises.

Please direct any questions concerning OPA 90, OSRO and HAZ-MAT RESPONSE, INC. services to Robert McRae at **800-229-5252, ext. 256.**

Thank you,



Larry Horne  
HMR, Inc.

## **APPENDIX C SPCC PLANS**

Last revised: July 27, 2011

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**Figure C-1 - Professional Engineer Certification**

**Figure C-2 - SPCC Review Record**

**Figure C-3 - SPCC**

**Figure C-4 - Potential Spill Sources**

**Figure C-5 - Addendum 1**

**Figure C-6 - Drainage Diagram**

**Figure C-7 - Evacuation Diagram**

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**Figure C-9 - Discharge Prevention Meeting Log**

**Figure C-10 - Inspection Procedures**

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**Figure C-15 - Containment and Drainage Planning**

**Figure C-16 - Supporting Documentation**

**SPILL PREVENTION, CONTROL, AND  
COUNTERMEASURE (SPCC) PLAN**

St. Joseph Terminal  
963 Vernon Road  
Wathena, KS 66090



FIGURE C-1 - PROFESSIONAL ENGINEER CERTIFICATION

40 CFR, Part 112.3(d) Professional Engineer Certification	
Being familiar with the provisions of 40 CFR, Part 112, I attest to the following:	
<ul style="list-style-type: none"><li>• I am familiar with the requirements of this part</li><li>• I or my agent has visited and examined the Facility</li><li>• The Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards, and with the requirements of this part</li><li>• Procedures for required inspections and testing have been established</li><li>• The Plan is adequate for the Facility</li></ul>	
<b>Note: Certification is conditional pending satisfactory resolution of the required improvements listed in Addendum 1.</b>	
Printed Name of Registered Professional Engineer:	Amy M. Reed
Signature of Registered Professional Engineer:	
Date:	November 11, 2010
Registration No.:	18328 (Original certification maintained in Magellan environmental files.)
Seal:	
	

**FIGURE C-2 - SPCC REVIEW RECORD**

[illegible]

FIGURE C-3 - SPCC

FACILITY INFORMATION			
Name of Facility:	St. Joseph Terminal	Type of Facility:	Onshore/Non Production
Location of Facility:	963 Vernon Road Wathena , KS 66090	Name & Address of Owner or Operator:	Magellan Pipeline Company, L.P. One Williams Center, P. O. Box 22186 Tulsa , OK 74121-2186
Latitude/ Longitude:	39 ° 45 ' 05 " N -94 ° 55 ' 41 " W	Designated Personnel Accountable for Oil Spill Prevention at the Facility:	Henry Henderson

40 CFR, 112.7

(a) GENERAL REQUIREMENTS

(1) Include a discussion of your facilities conformance with the requirements listed in this part

• The plan meets the general requirements of 40 CFR 112.7 and the specific requirements identified in 40 CFR 112.8.

(2) Comply with all applicable requirement listed in this part. Your Plan may deviate from some requirements if you provide additional protection or explanation

• No deviations/nonconformances have been noted from the rule.

(3) Describe in your Plan the physical layout of the facility and include a facility diagram. You must also address in your plan:

• Diagrams displaying the physical layout of the property are included as FIGURES C-6, C-7, and C-8.

i.The type of oil in each container and its storage capacity

• Oil types and container storage capacities are listed in Figure C-4.

ii.Discharge prevention measures

• Discharge prevention measures are included in this FRP.

iii.Discharge or drainage controls

• Refer to FIGURE C-3 [40 CFR 112.8 (b)].

iv.Countermeasures for discharge

• Refer to Section 2.

v.Methods of disposal

• Refer to Section 7.

vi.Contact list and phone numbers

• Refer to FIGURE 3.1-3.

(4) Unless you have submitted a response plan, provide information and procedures to report a discharge

• A Response Plan has been submitted to the Regional Administrator.

(5) Unless you have submitted a response plan, describe procedures you will use when a discharge occurs

• A Response Plan has been submitted to the Regional Administrator.

(b) PREDICTION OF THE DIRECTION, RATE OF FLOW, AND TOTAL QUANTITY OF OIL WHICH COULD BE DISCHARGED FROM THE FACILITY AS A RESULT OF EACH TYPE OF MAJOR EQUIPMENT FAILURE

• Direction, rate of flow, and total quantity of oil that could be discharged are listed in FIGURE C-4.

(c) PROVIDE APPROPRIATE CONTAINMENT

• Appropriate containment/diversionary structures are in place to prevent a discharge from leaving a containment system before cleanup occurs. Refer to FIGURE C-4.

(d) PRACTICABILITY OF SECONDARY CONTAINMENT

• Containers are tested to applicable API 653 standards.

• Valves and piping are tested to applicable API 570 standards.

(e) INSPECTIONS, TESTS, AND RECORDS

• Containers are tested to applicable API 653 standards.

FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.7	
(e) INSPECTIONS, TESTS, AND RECORDS	
	• A record of containment drainage is maintained in the SPCC file.
	• Operators perform daily visual inspections when the facility is manned. Inspection procedures are outlined in FIGURE C.2.
	• Monthly visual inspections of all containers and associated equipment are documented. Inspection documentation is maintained at the facility for three (3) years. Repairs are made as necessary.
(f) PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES	
(1) PERSONNEL TRAINING	
	• Employees are trained in safe operation of the facility to prevent spills, and on procedures for spill discovery and notification.
	• Records of employee training are maintained at the Tulsa Training Center and Area Office.
	• Non-Company personnel (contractors) are required to meet with company personnel prior to working at the facility.
	• Proper operation of vehicles to prevent damage to piping is addressed when applicable.
(2) DESIGNATED PERSON	
	• Refer to title block above for the "Designated Personnel Accountable for Oil Spill Prevention at the Facility".
(3) SPILL PREVENTION BRIEFINGS	
	• Employees review spill prevention procedures and the contents of the SPCC Plan at least annually.
	• Spill events are reviewed and discussed in safety meetings.
	• Employees are instructed in applicable pollution control laws, rules, and regulations.
(g) SECURITY	
(1) FENCES AND GATES	
	• Operational areas are enclosed by a fence to prevent unauthorized entry.
	• Entrance gates are locked when the facility is unattended and accessible to authorized personnel only.
	• Access to the facility entrance gate is controlled by a computerized card lock or keypad system.
(2) CONTAINER VALVES / DRAINS	
	• Container valves that may drain directly to the ground are locked in the closed position or plugged when not in use or standby status.
(3) STARTER PUMPS	
	• Starter controls on all pumps are accessible only to authorized personnel.

FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.7	
(g) SECURITY	
(4) LOADING / UNLOADING CONNECTIONS	
	• Pipeline connections are capped or blank-flanged when not in service for an extended period of time.
(5) FACILITY LIGHTING	
	• Operational areas are well illuminated and adequate for facility operations.
	• Outside lighting is automatically controlled by photocell.
(h) FACILITY TANK CAR AND TANK TRUCK LOADING/UNLOADING RACK	
(1) TRANSFER AREA DRAINAGE	
	• Truck loading rack drainage flows into an oil-water separator with an automatic overflow to a water tank designed to handle the single largest compartment of a tank car or tank truck.
	• There is no truck unloading rack at this Terminal.
	• Additive unloading area is located near the respective additive tank.
	• Off specification and recovered product is sent to the Kansas City Terminal.
	• Natural drainage patterns are illustrated on the Plot Plan.
(2) INTERLOCKED WARNING LIGHT OR PHYSICAL BARRIER	
	• An electronic switch system prevents drivers from printing their load tickets prior to uncoupling their trucks.
	• Posted visible warning signs instruct drivers to fully disconnect and inspect valves prior to departure.
(3) TRUCK DRAIN / OUTLET EXAMINATION	
	• Truck valves and connections are inspected by the driver and ensured tight prior to transfer and departure.
(i) BRITTLE FRACTURE EVALUATION REQUIREMENTS	
	• Evaluations conducted as necessary.
	• Containers are tested to applicable API 653 standards.
(j) STATE DISCHARGE PREVENTION REQUIREMENTS	
	•
(k) QUALIFIED OIL-FILLED EQUIPMENT	
	• Qualified oil-filled equipment identified in Figure C6 Drainage Diagram or Figure C4 Spill Sources
	• Containment in accordance with Section (c) of this section or covered by facility inspections in accordance with alternative requirements of this section.



FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.8	
(a) GENERAL REQUIREMENTS	
	<ul style="list-style-type: none"><li>• The plan meets the general requirement of 40 CFR 112.7 and the specific requirements identified in 40 CFR 112.8</li></ul>
(b) FACILITY DRAINAGE	
(1) DRAINAGE FROM DIKED AREAS	
	<ul style="list-style-type: none"><li>• From diked areas, rainwater is drained manually through valved drain pipe(s) or manually pumped.</li><li>• Records of all diked area drainage are maintained at the facility.</li></ul>
(2) DRAIN VALVES AND DROP PIPES	
	<ul style="list-style-type: none"><li>• All drain valves and drop pipes are manual/open and closed design and are normally in the closed position.</li><li>• The draining of dikes is supervised and controlled.</li><li>• Dikes are drained as necessary to maintain adequate protective containment and protect containers and equipment.</li></ul>
(3) FACILITY DRAINAGE SYSTEM FROM UNDIKED AREAS	
	<ul style="list-style-type: none"><li>• Natural drainage patterns are illustrated on the Plot Plan.</li><li>• Contaminated drainage from undiked areas should be minimal due to inspection and preventive maintenance procedures. (Refer to Company's System Integrity Plan).</li><li>• Drainage system flows into a drainage ditch.</li></ul>
(4) DIVERSION SYSTEM	
	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
(5) TREATED DRAINAGE WATERS	
	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
(c) BULK STORAGE CONTAINERS	
(1) CONTAINER CONSTRUCTION AND MATERIALS	
	<ul style="list-style-type: none"><li>• Containers are constructed in accordance with applicable local codes and API standards.</li><li>• Containers are compatible with the products stored.</li><li>• Venting capacity is suitable for the fill and withdrawal rates experienced during normal operation.</li><li>• Containers are gauged or available storage capacity confirmed prior to receipt.</li></ul>
(2) SECONDARY CONTAINMENT	
	<ul style="list-style-type: none"><li>• The prover tank will be manually attended while in use. Spill response measures will be deployed immediately in the event of a release from a prover tank.</li><li>• Secondary containment is sufficiently impervious to contain oil until clean up can occur. (Refer to the "Potential Spill Sources" table for secondary containment type and volume).</li></ul>
(3) RAINWATER DRAINAGE	
	<ul style="list-style-type: none"><li>• Rainwater is inspected for sheen prior to draining to assure compliance with applicable water quality standards.</li><li>• If sheen is observed, appropriate actions are taken to comply with 40 CFR 110.</li></ul>
(4) BURIED METALLIC STORAGE TANKS	
	<ul style="list-style-type: none"><li>• Tanks installed on or after January 10, 1974 are corrosion protected by cathodic protection.</li></ul>



FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.8	
(c) BULK STORAGE CONTAINERS	
(5) PARTIALLY BURIED METALLIC STORAGE TANKS	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
(6) ABOVEGROUND CONTAINERS	<ul style="list-style-type: none"><li>• See FIGURE C.2 for visual and routine inspection procedures.</li><li>• Integrity testing completed on a regular schedule per industry standards.</li><li>• Refer to the "Potential Spill Sources" table.</li></ul>
(7) INTERNAL HEATING COILS	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
(8) FAIL SAFE ENGINEERING	<ul style="list-style-type: none"><li>• Liquid level sensing devices are tested regularly for proper operations.</li><li>• Major containers are equipped with manual shutoff valves, a direct reading gauge, high liquid level alarms, and an audible signal.</li><li>• Major product containers are equipped with alarm signals that are remotely monitored via a SCADA computer system in Operations Control.</li><li>• Containers not equipped with high level alarms are gauged prior to receipt, are inspected daily, and are monitored during filling.</li></ul>
(9) FACILITY EFFLUENTS	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
(10) VISIBLE OIL LEAKS	<ul style="list-style-type: none"><li>• Visible oil leaks are documented and necessary repairs are made promptly.</li></ul>
(11) MOBILE/PORTABLE STORAGE CONTAINERS	<ul style="list-style-type: none"><li>• Mobile loading rack prover tank is stored empty on facility property when not in use.</li></ul>
(d) FACILITY TRANSFER OPERATIONS, PUMPING, AND FACILITY PROCESSES	
(1) BURIED PIPING INSTALLATIONS	<ul style="list-style-type: none"><li>• Pipelines are wrapped and coated to reduce corrosion.</li><li>• Corrosion controls are installed, operated, and maintained to applicable industry standards.</li></ul>
(2) PIPELINE OUT OF SERVICE	<ul style="list-style-type: none"><li>• Out of service pipelines are disconnected, drained of all fluids, inerted, blind flanged or plugged, and marked in accordance with applicable standards.</li></ul>
(3) PIPING SUPPORTS	<ul style="list-style-type: none"><li>• All pipe supports are designed to minimize abrasion, corrosion, and allow for expansion and contraction.</li></ul>
(4) ABOVEGROUND VALVES AND PIPELINES	<ul style="list-style-type: none"><li>• Operators perform daily visual inspections during normal operating activities.</li><li>• Monthly inspections are also performed, documented, and retained at the facility.</li><li>• Repairs are made as necessary.</li><li>• Pressure testing is performed as warranted.</li></ul>

FIGURE C-3 - SPCC, CONTINUED

40 CFR, 112.8	
(d) FACILITY TRANSFER OPERATIONS, PUMPING, AND FACILITY PROCESSES	
(5) VEHICULAR TRAFFIC	
	<ul style="list-style-type: none"><li>• To prevent vehicles from damaging aboveground piping, driveway areas are identified by paving or gravel surfaces and curbs. Pipe runs are protected by barriers, as appropriate.</li></ul>

FIGURE C-4 - POTENTIAL SPILL SOURCES

Container/ Source	Failure/Cause	Total Capacity (gal)	Secondary Containment Volume Type (gal)	Tank Type	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
ABOVEGROUND CONTAINERS - Total: 3,595,120								
1431	Leak/ Rupture	2,321,890	3,236,898 gal/1	C/ F/ W	1969	1,555,666	Instantaneous	Gasoline
313	Leak/ Rupture	12,600	13,860 gal/2	C/ FX/ W	1992	8,442	Instantaneous	Contact Water
760	Leak/ Rupture	1,260,630	3,236,898 gal/1	C/ F/ W	1966	844,622	Instantaneous	Distillate
ADDITIVE CONTAINERS - Total: 8,509								
277-070	Leak/ Rupture	1,977	3,679 gal/2	H/ FX/ W	-	1,285	Instantaneous	Additive
277-160	Leak/ Rupture	2,000	2,698 gal/3	H/ FX/ W	2001	1000	Instantaneous	Additive
277-130	Leak/ Rupture	3,024	3,679 gal/2	H/ FX/ W	1991	1,966	Instantaneous	Additive
277-132	Leak/ Rupture	1,008	3,679 gal/2	H/ FX/ W	1991	655	Instantaneous	Additive
277-133	Leak/ Rupture	500	3,679 gal/2	H/ FX/ W	-	200	Instantaneous	Red Dye
BURIED METALLIC STORAGE TANKS - Total: 4,998								
Oil/Water Separator	Leak/ Rupture	4,998	5,000 gal/5	H/ FX/ W	-	3,249	Instantaneous	Water
MISCELLANEOUS - Total: 10,000								
Prover Tank	Leak/ Rupture	1,000	*	V/ FX/ W	-	Varies	Instantaneous	Varies
Terminal Piping	Corrosion	Varies	See Plot Plan	N/ A	N/A	N/A	Instantaneous	Varies
Truck Rack	Overfill	9,000	17,600 gal/**	N/ A	N/A	N/A	Instantaneous	Varies
Facility Total: 3,618,627								

Note: There are no underground storage tanks or surface impoundments located at this Facility  
\* Not in Containment Area \*\* Curbing and containment system

Containment Type: 1-Earthen Berm and Floor, 2-Concrete Berm and Floor, 3-Metal Berm and Floor,  
4-Portable Containment or Inside Building, 5-Double Walled, 6-Earthen Floor and Concrete Walls

Tank / Roof Type: C =Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical,  
G = Geodesic, Fx = Fixed, F = Floating, W = Welded, R = Riveted, IF = Internal Floating Roof, EF = External Floating Roof

FIGURE C-5 - ADDENDUM 1

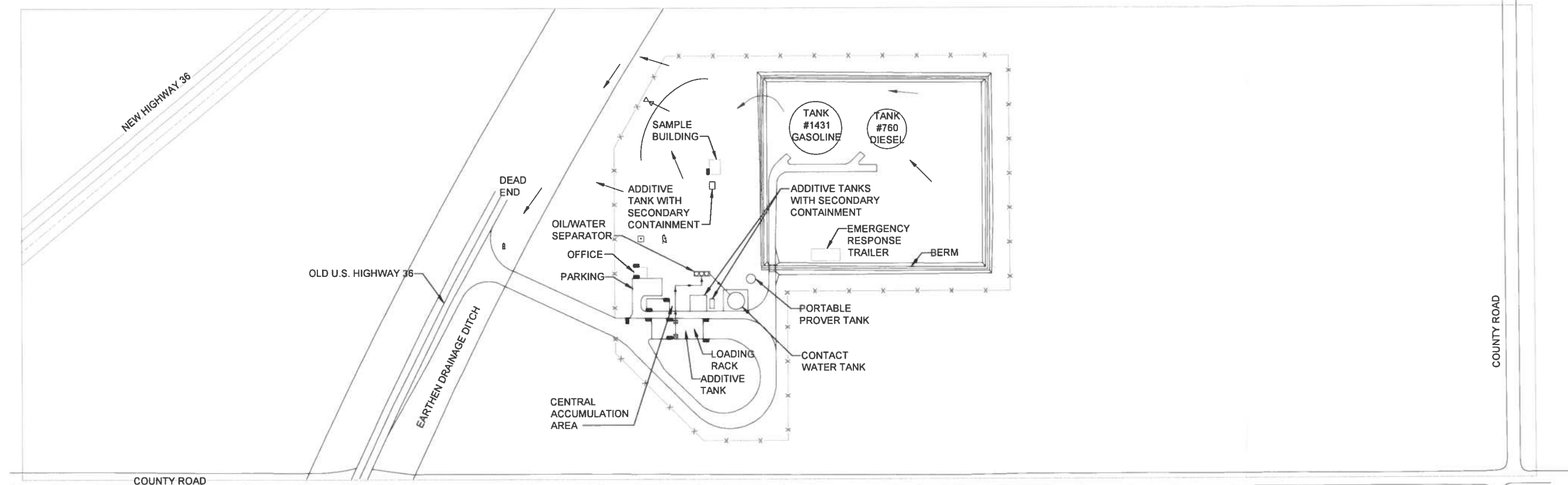
Certification of this Spill Prevention Control and Countermeasure plan is contingent upon correction of all discrepancies listed in this Addendum. The discrepancies for this facility are:

REGULATION	DISCREPANCY	COMMENTS
40 CFR 112.7(h)(1) Where loading/unloading area drainage does not flow into a catchment basin or treatment facility designed to handle discharges, use a quick drainage system for tank car or tank truck loading and unloading areas. You must design any containment system to hold at least the maximum capacity of any single compartment of a tank car or tank truck loaded or unloaded at the facility.	Provide secondary containment for the additive unloading area and the contact water tank unloading area.	Completed. Spill kits will be on hand to provide secondary containment for the additive truck unloading area and contact water truck loading area during loading/unloading operations. (BMcD, 9/06)
40 CFR 112.8(b)(3) Design facility drainage from undiked areas with a potential for discharge to flow into ponds, lagoons, or catchment basins designed to retain oil or return it to the facility.	Provide a diversion system for drainage from undiked areas to prevent releases from migrating off-site.	Completed. A concrete containment area was constructed around the contact water tank. (BMcD, 9/06)
40 CFR 112.8(c)(2) Construct all bulk storage container installations so that you provide a secondary means of containment for the entire capacity of the largest single container and sufficient freeboard to contain precipitation.	Provide secondary containment for the contact water tank.	Completed. Concrete containment was constructed around the contact water tank. (BMcD, 9/06)

**FIGURE C-6 - DRAINAGE DIAGRAM**

(Click here for Drainage Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.



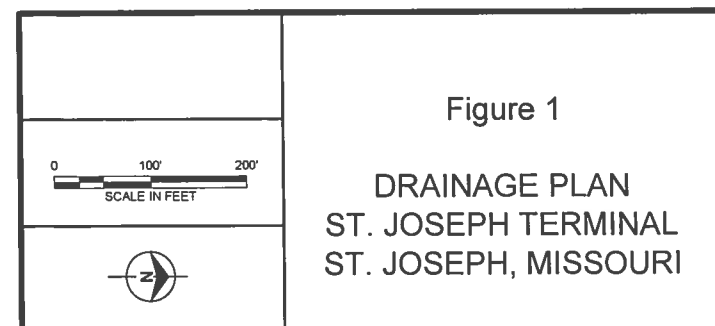
LEGEND:

- ABOVE GROUND TANK
- BELOW GROUND TANK
- ABOVE GROUND DRAINAGE
- - - - - BELOW GROUND DRAINAGE
- ✕ FENCE
- PROPERTY BOUNDARY
- ⊠ DRAIN
- FIRE EXTINGUISHER
- ⊗ SHUT-OFF VALVES
- ↑ SPILL OVER
- ⊕ DRAIN VALVE
- ⌒ SWING ARM VALVE
- ⊙ SATELLITE DISH
- ⊠ TRANSFORMER
- MANHOLE
- ⊠ FIRE HYDRANT

E: REFER TO SPCC FOR CONTENT AND CAPACITIES OF BULK STORAGE TANKS.

NOTE: REFER TO EPA SENSITIVITY MAPS FOR SURFACE WATER RECEIVING STREAMS.

THIS DRAWING (INCLUDING PROPERTY LINES, STRUCTURES, AND LOCATION OF BURIED UTILITIES) IS NOT EXACT. FOR PRECISE LOCATION CONSULT A REGISTERED LAND SURVEYOR, OWNER AND/OR APPROPRIATE UTILITY COMPANIES.

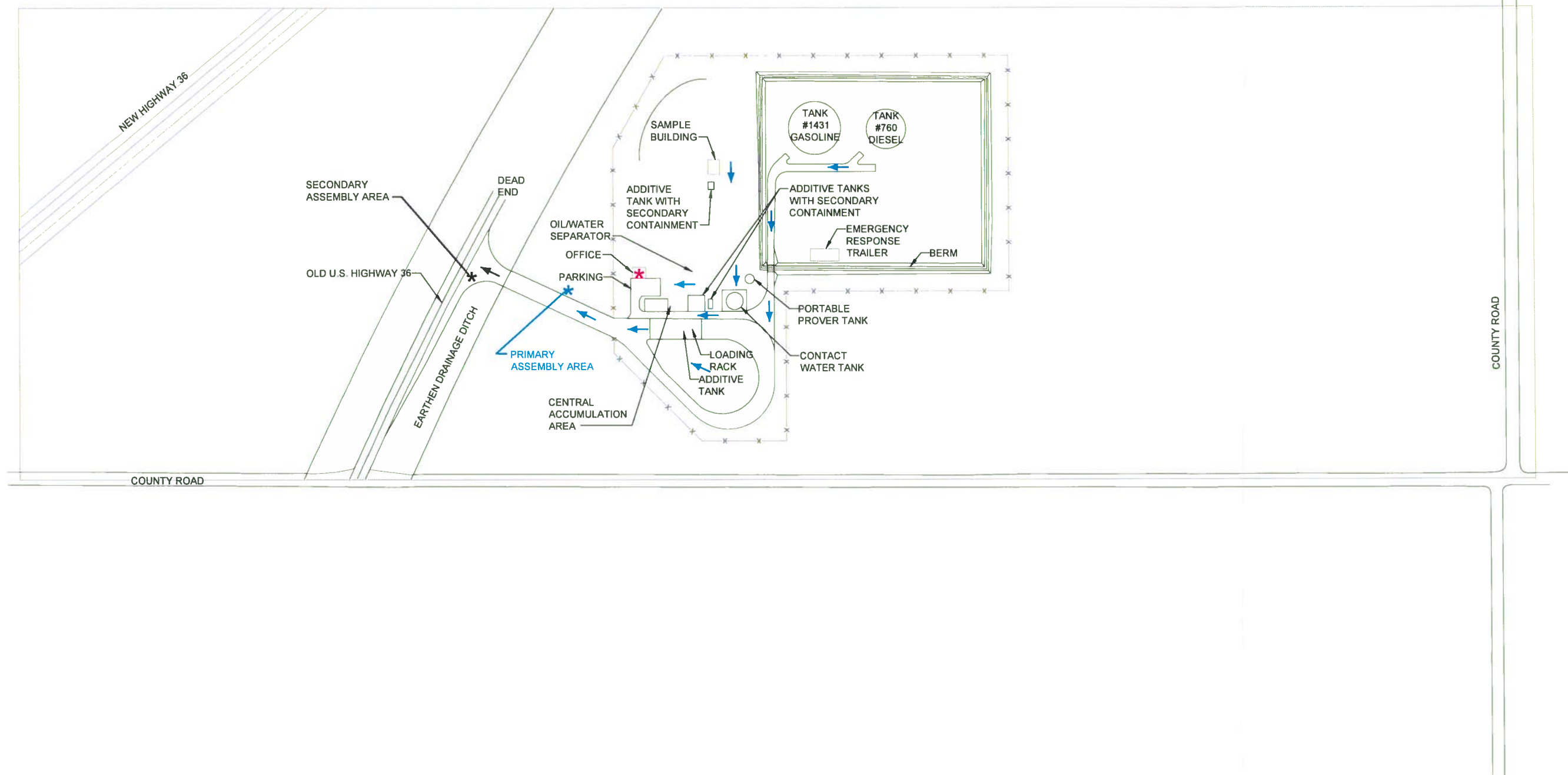




**FIGURE C-7 - EVACUATION DIAGRAM**

(Click here for Evacuation Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.



LEGEND:

- ABOVE GROUND TANK
- BELOW GROUND TANK
- \*— FENCE
- PROPERTY BOUNDARY
- PRIMARY EVACUATION
- SECONDARY EVACUATION
- \* PRIMARY ASSEMBLY AREA
- \* SECONDARY ASSEMBLY AREA
- \* CHECK-IN AREA

E: REFER TO SPCC FOR CONTENT AND CAPACITIES OF BULK STORAGE TANKS.

NOTE: REFER TO EPA SENSITIVITY MAPS FOR SURFACE WATER RECEIVING STREAMS.

THIS DRAWING (INCLUDING PROPERTY LINES, STRUCTURES, AND LOCATION OF BURIED UTILITIES) IS NOT EXACT. FOR PRECISE LOCATION CONSULT A REGISTERED LAND SURVEYOR, OWNER AND/OR APPROPRIATE UTILITY COMPANIES.

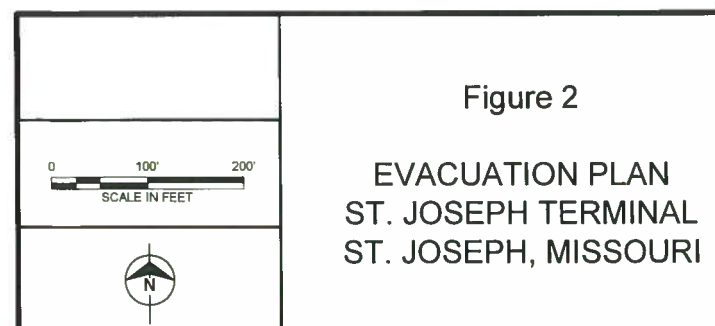


FIGURE C-8 - PIPING DIAGRAM

(Click here for Piping Diagram) 1

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.



**FIGURE C-9 - DISCHARGE PREVENTION MEETING LOG**

## Spill Prevention Briefing

- Company personnel are kept knowledgeable of equipment, safety factors and operating conditions.
- Annual training sessions are conducted by the Area Supervisor to assure oil handling personnel understand the SPCC Plan for the facility. These documented sessions keep personnel informed of their obligation to prevent pollution incidents and to improve spill control and response techniques.

[illegible]

FIGURE C-10 - INSPECTION PROCEDURES

INSPECTION PROCEDURES	DATE
<b>A. ROUTINE VISUAL INSPECTIONS (EACH SHIFT)</b>	
• Check tank connections for leaks and localized dead vegetation	
• Check tanks for gaps between tank and foundation and damage caused by vegetation roots	
• Check valves and packing for leaks	
• Check drains and sumps for accumulation of oil and proper operation of level controls and pumps	
• Check tank seams for leaks, including drips, puddles, discolored area or localized dead vegetation	
• Check all tank and piping surfaces for signs of external corrosion	
• Check base of tanks for evidence of settling, leaks, including drips, puddles or discolored areas	
• Check piping for bowing between supports, leaks, including drips, puddles, discolored area, or localized dead vegetation	
• Check vent system outlets to ensure that they are not obstructed	
• Check secondary containment for discoloration and cracks or holes. Special attention should be given to seams and locations where piping goes through the deck, curbing or dikes. Ensure dike valves are closed and sealed	
• Check secondary containment for permeability, debris, erosion, location/status of pipes, inlets, drainage beneath tanks, and level of precipitation in dike vs. available capacity	
• Check secondary containment for presence of water in diked area. Follow appropriate Company procedures after visual inspection of the water to determine if sheen is present on the water	
• Check all gates to ensure that only the entrances/exits currently in use by authorized personnel are open and unlocked	
• Check facility lighting to ensure all are functioning	
• Check facility fencing for damages that would allow unauthorized entry	
<b>B. MONTHLY INSPECTIONS</b>	
• Inspect drains for accumulation of oil	
• Inspect sumps for the accumulation of oil	
• Inspect diked/curbed areas for the accumulation of oil	
• Inspect drip pans on lift stations for the accumulation of oil	
• Inspect all tanks for proper operation including gauges, sight glasses, level controls and pressure controls	
• Inspect valves and valve glands for proper operation and ensure complete valve closure (leak proof)	
• Inspect sump for proper operation. Manually gauge sump and pump out if level is high	
• Examine the outside of the tank for signs of corrosion, damaged paint surfaces and signs of leaking	
• Inspect pipelines for signs of leaking or damage	
• Inspect flanges for signs of leaking or damage	
• Inspect joints for signs of leaking or damage	
• If applicable, inspect retention and drainage ponds for available capacity, the presence of spilled or leaked material, signs of erosion, debris, and or stressed vegetation.	



FIGURE C-10 - INSPECTION PROCEDURES, CONTINUED

INSPECTION PROCEDURES, CONTINUED	DATE
C. RECORD KEEPING	
<ul style="list-style-type: none"><li>All inspections, except routine, are to be documented on the forms provided in the Appendix and retained at the Facility. Records shall be maintained for a period of five (5) years. The following is a list of documentation forms available in the Appendix:</li></ul>	
<ul style="list-style-type: none"><li>Facility Monthly Inspection Record (FIGURE C-11)</li></ul>	

**Note:** More stringent inspections, as required by Company procedures and documented on other forms, may be used to supplement or replace SPCC inspection records. These documents must be retained for five (5) years.



**FIGURE C-12 - SECONDARY CONTAINMENT DRAINAGE LOG**

[illegible]

FIGURE C-13 - REPORTABLE SPILL HISTORY\*

Date of Discharge(s):	Mar 13 2007
List of Discharge Causes:	The facility has not experienced any spills to navigable waters. (3/13/2007)
Material(s) Discharged:	N/A
Amount of Discharges in Gallons:	N/A
Amount That Reached Navigable Waters (if applicable):	N/A
Effectiveness and Capacity of Secondary Containment:	N/A
Cleanup Actions Taken:	N/A
Steps Taken to Reduce Possibility of Reoccurrence:	N/A
Total Oil Storage Capacity of Tank(s) or Impoundment(s) From Which Material Discharged:	N/A
Enforcement Actions:	N/A
Effectiveness of Monitoring Equipment:	N/A
Spill Detection:	N/A

\*Reportable spill, as defined in 40 CFR Part 110, is a discharge of oil that violates applicable water quality standards or a discharge into or upon the navigable waters of the United States or adjoining shorelines in harmful quantities.

FIGURE C-14 - MANAGEMENT APPROVAL AND REVIEW


I hereby approve the contents of the Facility's Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) and have the authority to commit the necessary resources to implement the SPCC Plan, as set forth in this document, in accordance with the federal requirements of 40 CFR Part 112.			
Name:	Jon Jacobs	Signature:	
Title:		Date:	7/31/2007

FIGURE C-15 - CONTAINMENT AND DRAINAGE PLANNING

FACTORS
Available Volume of Containment
Refer to Figure C-4
Route(s) of Drainage
Refer to Figure C-6
Construction Materials Used in Drainage Troughs
There are no drainage troughs at this Terminal.
Type and Number of Valves Separators
Sump Pump Capacities
There are no sump pumps at this facility.
Containment Capacity of Weirs and Booms
There are no permanently installed weirs or booms at this facility
Other Clean Up Materials
Refer to Section 7.1.1



**FIGURE C-16 - SUPPORTING DOCUMENTATION**

(Click here for Supporting Documentation)

## **APPENDIX D**

# **HAZARD EVALUATION AND RISK ANALYSIS**

Last revised: July 20, 2011

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### **D.1 Facility Hazard Evaluation**

### **D.2 Vulnerability Analysis**

#### **D.2.1 Analysis of the Potential for a Spill**

### **D.3 Inspection and Spill Detection**

#### **Figure D.3-1 - Response Equipment Inspection**

### **D.4 Planning Distance Calculations**

#### **Figure D.4-1 - Horizontal Range of Spill**

#### **Figure D.4-2 - Planning Distance Calculations**

### **D.5 Discharge Scenarios**

#### **D.5.1 Small and Medium Discharge Scenarios**

#### **D.5.2 Worst Case Discharge (WCD) Scenario Discussion**

#### **D.5.3 Description of Factors Effecting Response Efforts**

### **D.6 Planning Volume Calculations**

### **D.7 Spill Volume Calculations**

### **D.8 Product Characteristics and Hazards**

#### **Figure D.8-1 - Summary of Commodity Characteristics**

## D.1 FACILITY HAZARD EVALUATION

A list of potential spill sources at each facility is identified in the appropriate SPCC Plan (**APPENDIX C**). This figure describes type and volumes of secondary containment areas along with tank manufacturer dates. All liquid storage tanks are visually inspected on a weekly basis. A description of facility operations is included in **FIGURE 1-3**.

## D.2 VULNERABILITY ANALYSIS

A vulnerability analysis was performed to address the potential effects of an oil spill within the planning distance of facilities listed in this Plan. The following features may be impacted by a spill:

Water Intakes	Schools	Medical Facilities	Residential Areas	Businesses	Wetlands or other Sensitive Environments	Fish and Wildlife	Lakes and Streams	Endangered Flora and Fauna	Recreational Areas	Transportation Routes (air, land, water)	Utilities	Other Applicable Areas
X			X	X	X	X	X	X	X	X	X	X

### D.2.1 Analysis of the Potential for a Spill

The probability of a spill occurring at one of these facilities is minimal for the following reasons:

- Tanks are constructed in accordance with applicable engineering standards
- Tank age is reviewed as a potential factor (refer to **APPENDIX C**)
- Tank age is reviewed with respect to the inspection interval and frequency identified within API Standard 653, "Tank Inspection, Repair, Alteration, and Reconstruction." All field-erected storage tanks within the Company system are inspected in accordance with API Standard 653.
- The absolute tank age is less of a factor in conducting a spill analysis than the time since the last internal ("out-of-service") inspection conducted in accordance with API Standard 653. After each internal inspection, the API-certified tank inspector approves the tank as being suitable for continued service until the date of the next required internal inspection. Typically, the interval between internal inspections is between 10 and 20 years, in accordance with API Standard 653.
- All necessary repairs identified by the certified API 653 inspector during the internal inspection are completed in accordance with the repair requirements of API Standard 653. A follow-up inspection is conducted by the inspector before the tank is certified for continued service.
- The internal inspection reports prepared by the certified API 653 inspector are retained for the life of the tank.
- Truck loading facilities are equipped with concrete pads with a spill collection drain system which returns spills to the recovery system
- All trucks are monitored during tank unloading procedures
- Product transfers are monitored and only conducted when facilities are manned
- Facilities are inspected frequently for evidence of corrosion and leaks according to applicable API standards

- Personnel are trained in procedures to prevent pollution
- The horizontal range of a spill is dependent upon the topography and distance to the nearest water body described in more detail in **FIGURE D.4-1**
- Natural disasters are not likely at these facilities; however, these facilities may experience flooding, tornadoes or a lightening strike
- Company personnel prepare for natural disasters by monitoring weather reports and warnings and taking appropriate safety precautions
- The potential for a natural disaster is acknowledged, as appropriate, during drills and exercises

### **D.3 INSPECTION AND SPILL DETECTION**

#### **Inspection**

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- In accordance with 40 CFR 112.7 (e)(8), each facility includes written procedures and records of inspection. The inspection shall include tanks, secondary containment, and response equipment at the facility.
- Facility self-inspection requires two steps:
  - Checklist of items to inspect
  - Method of recording the actual inspection and its findings; records must be maintained for five years.
- Facility specific procedures for transfer and secondary containment inspections are provided in the SPCC Plan (**APPENDIX C**). Response equipment inspection information is provided in **SECTION 7.1.2. FIGURE D.3-1** may be used to record equipment inspection information.



## Detection

---

Detection of a discharge from the Company system may occur in a number of ways including:

- Automated detection by the Supervisory Control and Data Acquisition (SCADA) system
- Visual detection by Company personnel
- Visual detection by the public

### AVAILABILITY - ALL TANKS AND ALL LINES

## Automated detection

---

The pipelines are equipped with pressure and flow monitors, which may exercise local control or transmit data to Operations Control. The tanks are equipped with liquid level sensors and alarms, which may exercise local control or transmit data to Operations Control. These systems are set to alarm or shut down on preset deviations of pressure flow or tank liquid level. In case of an alarm, local and Operations Control personnel will take the appropriate actions in accordance with operating procedures. During certain tank-to-tank transfers, or in cases where the automatic system is not operational, the receiving tank will be manually monitored and supervised continuously during the transfer by local personnel. A summary of the operating procedures is provided below.

Trained personnel in Operations Control will monitor the SCADA system for the following parameters:

- Flow rates
- Pressure
- Valve positions
- Tank level gauge readings
- Tank level alarms

## Operating procedures for the automated system

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### • SCADA System 10-Second Data Access

For pipeline operations, Operations Control monitors and controls pipeline operations with the SCADA system in the Operations Control Center. The ultimate decision on leak detection lies with the Operations Control Center.

For terminal and station operations, Operations Control monitors terminal and station operations (tank level data) with the SCADA system in the Operations Control Center. At manned locations, the Operations Control will communicate tank level discrepancies with location personnel to implement required actions in accordance with operating procedures. At unmanned locations, or in the event communication with local personnel is not possible, the ultimate decision on leak detection lies with the Operations Control Center.



## **AVAILABILITY - ALL LINES AND ALL TANKS**

- **Communication Flexibility/Redundancy**

The Company's SCADA system acquires data via a satellite network. Satellite communications allow large volumes of data to be transmitted both to and from all field locations very rapidly. Network configuration and transmission protocols provide the flexibility to establish guaranteed delivery transmissions as required. Communication system redundancy provides accurate and reliable data to pipeline operators. A dial-up data acquisition system known as Alternate Comm allows the operator to access data from any location should the satellite network become incapacitated.

## **AVAILABILITY - ALL LINES AND ALL TANKS**

- **Parameter Alarms**

A parameter alarm is a data value limit (high or low) which can be set by the Operations Control Center operator to alert upset conditions regardless of whether the Operator is actively monitoring the data point in question.

For pipeline operations, Operators are required to establish parameter alarm settings on mainline pressures and flow rates for all operating line segments. In combination with ten-second data acquisition rates, parameter alarms provide near instantaneous notification of potential upset conditions on all operating mainlines.

For terminal and station operations, Operators are required to establish parameter alarm settings on tank level gauges and alarms for all operating tanks. In combination with ten-second data acquisition rates, parameter alarms provide near instantaneous notification of potential upset conditions on all operating tanks.

## **AVAILABILITY - ALL LINES AND ALL TANKS**

- **Trending**

The SCADA system includes a trending facility which graphically displays pressures, temperature, and flow rate data for each mainline pump and oil receiving location on the system. This system can provide valuable insight into operations history and can help the operator proactively address potential upset conditions.

## **AVAILABILITY - ALL LINES AND ALL TANKS**

- **Tank Gauging with Parameter Alarms**

Tank gauge data is available to the Operations Control Center for use by pipeline operators. Over 600 tanks in the Company system are gauged automatically by the SCADA computer and the data is made available to the operator on demand. Parameter alarms (see above) are also available for tank levels, alerting the operator to potential discharge without requiring the operator to be actively monitoring a specific tank.

## AVAILABILITY - ALL TANKS

- **Training**

All operators are required to take computer-based training modules including hydraulic principles, fire prevention, DOT Part 190, Subchapter D, by Company personnel and others.

### **Visual detection by Company personnel**

---

Aerial patrol flights will be made on a regular basis. The intent of the patrol is to observe the area directly over the pipeline right-of-way for leaks, exposed pipes, washes, missing markers and other unusual conditions. Construction on either side of the pipeline right-of-way is also monitored.

Discharges to the land or surface waters may also be detected by Company personnel during regular operations and inspections. Should a leak be detected, the appropriate actions are taken including but not limited to:

- Notifications as per **SECTION 3**
- A preliminary assessment of the incident area
- If appropriate, initiate initial response actions per **SECTION 2**

**FIGURE 2-1** provides a checklist for initial response actions.

### **Visual detection by the public**

---

Right-of-way marker signs are installed and maintained at road crossing and other noticeable points and provide an Operations Control 24-hour number for reporting emergency situations. The Company also participates in the "call before you dig" or "One Call" utility notification services which can be contacted to report a leak and determine the owner/operator of the pipeline. If the notification is made to a local office or pump station, the Company representative receiving the call will generally implement the following actions:

- Notify the Operations Control and region/designated office
- Dispatch Company field personnel to the site to confirm discharge and conduct preliminary assessment
- Notify their immediate area supervisor and provide assessment results

## **D.4 PLANNING DISTANCE CALCULATIONS**

To evaluate the potential risk to sensitive resources in the area, should a spill occur, a planning distance was calculated based on the following characteristics of each terminal site and vicinity according to 40 CFR 112, Attachment C-III. Factors utilized are provided in **FIGURE D.4-1**.

**FIGURE D.4-2** provides the planning distance calculation worksheets for each facility.

**FIGURE D.4-1 - HORIZONTAL RANGE OF SPILL**

FACTOR	Description
	<b>St. Joseph Terminal</b>
Distance to the nearest body of moving water	One mile to Missouri River
Distance to the nearest storm sewer	N/A
Distance to the nearest drainage ditch or swale	N/A
Geology	Not available
Topography of the terminal and surrounding area	Flat
Prevailing weather conditions	

FIGURE D.4-2 - PLANNING DISTANCE CALCULATIONS

The total planning distance equals d.

	St. Joseph Terminal - Segment 1: Drainage Ditch from Terminal to Ponding Area
First receptor	Ponding Area
First receptor location (miles)	0.25
$\alpha$ (feet)	5 feet
$\beta$ (miles)	1320 feet
$s$ (feet/mile)	0.00378 (feet/feet)
Avg. mid-channel depth (feet)	0.5
$r$ (feet)	0.3335
$n$	0.03
$v$ (feet/second)	1.48
$t$ (hours)	0.25
$c$ (seconds per mile/hours per foot)	0.68
$d$ (total planning distance)	0.25 mile

	St. Joseph Terminal - Segment 2: Missouri River
First receptor	N/A
First receptor location (miles)	20 miles
$\alpha$ (feet)	n/a
$\beta$ (miles)	n/a
$s$ (feet/mile)	n/a
Avg. mid-channel depth (feet)	n/a
$r$ (feet)	n/a
$n$	n/a
$v$ (feet/second)	4.18 feet/second (USGS)
$t$ (hours)	26.75
$c$ (seconds per mile/hours per foot)	0.68
$d$ (total planning distance)	76 miles

For a release from the St. Joseph Terminal to reach the Missouri River, the Missouri River would likely need to be at flood levels. Depending on weather conditions, a release would flow off Magellan property and into a drainage ditch. The release would flow approximately 0.25 miles to ponding areas at the intersection of 165th Street and Vernon. During normal weather conditions, it is unlikely these ponds would discharge or overflow and much of the worst-case release could be contained in this ponding area. In the event of heavy rainfall or flooding, a release could overflow the ponding area and enter Browning Lake (and ultimately the Missouri River) to the north or flow south to the Missouri River.

Because the Terminal is located in a flood plain, the planning distance calculations assume a release will enter the Missouri River. To simplify the calculations, time for the release to spread across Browning Lake or flow overland across the agricultural property south of the ponding area, has been assumed to be instantaneous. The planning distance endpoint is a conservative estimate.

The velocity of the Missouri River was obtained by averaging the five years (Aug 2005 to July 2011) of measurements collected by USGS at the Missouri River at St. Joseph.

**FIGURE D.4-2 - PLANNING DISTANCE CALCULATION, CONTINUED****Intermediate Calculations**

$\alpha$  = elevation (in feet) = [stream elevation @ facility] - [stream elevation @ receptor (or 20 mile point)]

$\beta$  = horizontal distance from facility to receptor (or 20 mile point) in miles

$s$  = average stream slope =  $\alpha / \beta / 5280$

$r$  = hydraulic radius (in feet) = average mid channel depth x 0.667

$n$  = Manning's roughness coefficient from Table B

To calculate stream velocity (in ft./sec.), use:  $v = 1.48/n \times r^{2/3} \times s^{1/2}$

**Calculation of PLANNING DISTANCE**

$d$  = calculated planning distance (miles)

$v$  = Chezy-Manning based stream velocity (ft./Sec.)

$t$  = spill response time interval (from Table A)

$c$  = 0.68 (sec-mile/hr-ft conversion factor)

$d = v \times t \times c$  = planning distance equation

<b>Table A</b>	
Substantial Harm Planning Time Port Areas as Identified in 40 CFR § 112	
Boston, MA	15
New York, NY	15
Delaware Bay and River to Philadelphia	15
St. Croix, VI	15
Pascagoula, MS	15
Mississippi River from Southwest Pass, LA to Baton Rouge, LA	15
Louisiana Offshore Oil Port (LOOP)	15
Lake Charles, LA	15
Sabine-Natchez River, TX	16
Galveston Bay and Houston Ship Channel	16
Corpus Christi, TX	16
Los Angeles/Long Beach Harbor, CA	16
San Francisco Bay, San Pablo Bay, Carquinez Strait, and Suisun Bay to Antioch, CA	16
Straits of Juan de Fuca from Port Angeles, WA to and including Puget Sound	16
Prince William Sound, AK	16
Others are specified by RA for EPA Region	16
Allow other lakes, rivers canals inland and near shore areas	27

<b>Table B</b>	
Manning's Roughness Coefficient for Various Natural Stream Types (n)	
Minor Streams (Top width < 100)	
Clean:	
Straight	.03
Winding	.04
Sluggish (woody, deep pools):	
No trees/brush	.06
Trees and/or brush	.10
Major Streams (Top width > 100)	
Regular section:	
No boulders/brush	.036
Irregular section:	
Brush	.06

## D.5 DISCHARGE SCENARIOS

The equipment and personnel to respond to a spill are available from several sources and are provided with the equipment and contractors in **SECTION 7** and **APPENDIX B**. The following sections are discussions of these scenarios. This facility is a EPA and DOT complex facility.

### D.5.1 Small and Medium Discharge Scenarios

- The purpose of this section is to identify the sources and sizes of small and medium discharges as defined by OPA 90 regulations
- Potential spill scenarios may include tank overflow, valve failure, tank failure, pipe failure, hose failure, or pump seal failure; these spills would likely be in contained areas and would be unlikely to travel offsite
- The Company would respond to these types of incidents in the same manner as a worst case discharge, but at a level appropriate to the incident size; differences in response are described in the worst case scenario discussion described in this Appendix. The Companies' response in such an event would in no way obviate the liability of any other responsible parties.
- Oil Storage capacity for a small/medium discharge would be available either on-site or via contracted resources listed in **FIGURE 7.1-1**.
- Resources are identified in **SECTION 3, 7, APPENDIX B, and EMERGENCY RESPONSE PLAN (ERP) SECTION 4**
- All resources shall be capable of arriving at the Facility within the applicable response tier requirements (Tier 1 = 12 hours; Tier 2 = 36 hours; Tier 3 = 60 hours)

The following table lists various facility operations and corresponding components which might be the source of a small, medium, and worst case discharge:

FACILITY OPERATIONS AND COMPONENTS	SMALL DISCHARGE (up to 2,100 gallons)	MEDIUM DISCHARGE (2,100 to 36,000 gallons)	WORST CASE DISCHARGE (volume largest tank)
Oil transfer operations	Hose failure	Hose failure	Not applicable
Facility maintenance operations	Leak from periodic maintenance, line not completely drained when opened	Seal failure Overfill	Not applicable
Facility piping	Flange, gasket, threaded connection	Seal failure Overfill	Not applicable
Pumps and sumps	Seal failure Overfill	Seal failure Overfill	Not applicable
Oil storage tanks	Overfill	Overfill	Catastrophic failure of largest tank
Age and condition of facility and components	Flange, gasket, threaded connector	Pipeline failure Seal failure	Catastrophic failure of largest tank

The following table describes Facility Specific small and medium discharge scenarios.

A thorough engineering assessment of the Facility determined that the secondary containment structures and catchment basins on the Facility would contain the majority of small and medium discharges so an offsite spill would be unlikely. Factors that increase the likelihood of a spill or affect the effectiveness of response activities include adverse weather conditions such as thunderstorms, tornados, icing, and flooding.					
Small Discharge Scenario					
For planning purposes, a spill from a tank truck leaving the Facility is considered to be the most likely source of small discharge that migrates offsite. In this scenario, the spill would travel south to the US Hwy 36 drainage ditch. Facility personnel will respond with available response equipment (see tactical site #5). Additional personnel and equipment will be requested from OSROs as necessary. In the event petroleum migrates beyond the culverts, facility personnel will respond by deploying containment boom in the retention pond bound by the on-ramp to Hwy 36 and Vernon Road (see Tactical Site #2 for directions). The blocking technique and boom deployment within the retention pond will serve as the "functional equivalent" of 1000' of boom. The company OSRO would respond within 2-hours with a vacuum truck for recovery of petroleum. The petroleum would be taken to the facility oil/water separator. Water would be transferred to tank 313 and the petroleum would collect in the oil side of the separator.					
SPILL INFORMATION				RESOURCES NEEDED	
Volume	Oil Type	Spill Path	Collection	Personnel	Equipment
Up to 2,100 gallons  Tank truck seal failure.	Gasoline	South to the US Hwy 36 drainage ditch.	US Hwy 36 drainage ditch.	2 - Local Responders	Sand bags, plywood*  Containment boom - 150'  Absorbent boom, absorbent pads  Miscellaneous Equipment and hand tools
The likelihood of chain reaction failures is small. *Equipment on-hand for 1-hour response.					
Medium Discharge Scenario					
A medium discharge from the Oil/Water Separator would enter the US Hwy 36 drainage ditch. Facility personnel will provide initial response to the ditch (see tactical site #5). Additional personnel and equipment will be requested from OSROs as necessary.					
SPILL INFORMATION				RESOURCES NEEDED	
Volume	Oil Type	Spill Path	Collection	Personnel	Equipment
2,100 to 36,000 gallons  Oil/Water Separator overfill.	Diesel	South to the US Hwy 36 drainage ditch.	US Hwy 36 drainage ditch.	1 - Supervisor  2 - Local Responders  1 - Vacuum truck operator	Sorbent boom  Sorbent pads  Containment boom  Vacuum truck  Skimmer  Miscellaneous Equipment and hand tools
The likelihood of chain reaction failures is small but may include fire due to spilled product.					

**Note:** Equipment and manpower resources are detailed in **SECTIONS 3, 7** and **APPENDIX B**.



## D.5.2 Worst Case Discharge (WCD) Scenario Discussion

**APPENDIX D.7** provides worst case discharge calculations. Discussion of this scenario is as follows:

Upon discovery of a spill, the following procedures would be followed:

1. The First Responder would notify the Area Supervisor/Manager of Operations and Operations Control Center and notifications would be initiated in accordance with **FIGURE 2-1**.
2. The Area Supervisor/Manager of Operations would assume the role of Incident Commander/Qualified Individual until relieved and would initiate response actions and notifications in accordance with **SECTION 2**. If this were a small spill, the local/company personnel may handle all aspects of the response. Among those actions would be to:
  - Conduct safety assessment in accordance with **FIGURE 2-1** and evacuate personnel as needed in accordance with **SECTION 2**
  - Direct facility responders to shut down ignition sources
  - Direct facility personnel to position resources in accordance with **SECTION 2.4**
  - Complete spill report form in accordance with **SECTION 3** and notify 3E Company or Environmental Specialist
  - Ensure regulatory agencies are notified
3. If this were a small or medium spill, the Qualified Individual/Incident Commander may elect for the First Responder to remain the Incident Commander or to activate selected portions of the Spill Management Team. However, for a large spill, the Qualified Individual would assume the role of Incident Commander and would activate the entire Spill Management Team in accordance with activation procedures described in **SECTION 4.2**.
4. The Incident Commander would then initiate spill assessment procedures including surveillance operations, trajectory calculations, and spill volume estimating in accordance with **SECTION 2.3**.
5. The Incident Commander would then utilize checklists in **SECTION 4.6** as a reminder of issues to address. The primary focus would be to establish incident priorities and objectives and to brief staff accordingly.
6. The Spill Management Team would develop the following plans, as appropriate (some of these plans may not be required during a small or medium spill):

• Site Safety and Health	• Site Security
• Incident Action	• Decontamination
• Disposal	• Demobilization

Plan templates are included in **SECTION 5**.

7. The response would continue until an appropriate level of cleanup is obtained.

### D.5.3 Description of Factors Effecting Response Efforts

There are many factors which may effect the ability to respond to an incident. These factors are described in the following table:

FACTORS	CONSIDERATIONS EFFECTING RESPONSE EFFORTS
Size of spill	<ul style="list-style-type: none"> <li>• Location of spill in relation to identified sensitivities and/or sensitive areas</li> <li>• Spread and spill movement in consideration of instantaneous release.</li> </ul>
Proximity to down gradient water intakes	<ul style="list-style-type: none"> <li>• <b>SECTION 6</b> and <b>EMERGENCY RESPONSE PLAN</b> for maps showing proximity to down gradient water intakes</li> </ul>
Proximity to fish and wildlife and sensitive environments	<ul style="list-style-type: none"> <li>• A release could impact fish, wildlife and sensitive environments as described in <b>SECTION 6</b> and <b>EMERGENCY RESPONSE PLAN</b></li> </ul>
Likelihood that discharge will travel offsite	<ul style="list-style-type: none"> <li>• A small spill is unlikely to travel offsite</li> <li>• A medium spill has the potential to travel offsite via adjacent waterways</li> <li>• A worst case discharge has the greatest potential to travel offsite if secondary containment is breached</li> </ul>
Location of material spilled	<ul style="list-style-type: none"> <li>• See facility information and drainage located in <b>SECTION 1</b> and <b>APPENDIX C</b>. Facility tankage, piping, and transfer areas are displayed on drawings provided in <b>APPENDIX C</b> and <b>EMERGENCY RESPONSE PLAN</b></li> </ul>
Material discharged	<ul style="list-style-type: none"> <li>• Typically Diesel, Gasoline, Jet fuel, Natural gasoline, Naptha,</li> <li>• Product is considered non-persistent but not highly volatile</li> </ul>
Weather or aquatic conditions	<ul style="list-style-type: none"> <li>• The areas have the potential to be affected by tornadoes, flooding, and lightning strikes</li> </ul>
Available remediation equipment	<ul style="list-style-type: none"> <li>• The Company has response equipment available</li> <li>• Resources are available through oil spill response contractors in quantities sufficient to meet applicable planning standards</li> </ul>
Probability of a chain reaction or failures	<ul style="list-style-type: none"> <li>• Potential for a chain reaction or failure is remotely possible but not anticipated; secondary containment, response contractors and trained personnel minimize the potential of such events</li> </ul>
Direction of spill pathway	<ul style="list-style-type: none"> <li>• Refer to sensitivity maps in the <b>SECTION 6</b> and <b>EMERGENCY RESPONSE PLAN</b></li> <li>• Wind direction and speed combined with currents, will determine spill trajectory</li> </ul>

## D.6 PLANNING VOLUME CALCULATIONS

Once the worst case discharge volume has been calculated, response resources must be identified to meet the requirements of 40 CFR 112.20(h). Calculations to determine sufficient amount of response equipment necessary to respond to a worst case discharge is described below. A demonstration of the planning volume calculations is provided below.

## D.7 SPILL VOLUME CALCULATIONS

### EPA portion of the facility (non-transportation related)

The WCD for the EPA portion of the facilities, as defined in 40 CFR 112, Appendix D, Part A, is calculated as:

- For multiple tank facilities with adequate secondary containment, the WCD is calculated as the capacity of the largest single aboveground oil storage tank within an adequate secondary containment area or the combined capacity of a group of aboveground oil storage tanks permanently manifolded together, whichever is greater

TYPE	DESCRIPTION	PRODUCT	WCD VOLUME (BBLs)
Multiple tank with secondary containment	Catastrophic failure of largest tank, #1431	Gasoline	55,283

Given below is planning volume data.

St. Joseph Terminal

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## EPA PLANNING VOLUME DATA

STEP	PARAMETER	St. Joseph Terminal
(A)	WCD (bbbls)	55,283
(B)	Oil group	1
(C)	*Geographic area	R
(D1)	Percent lost to natural dissipation	80
(D2)	Percent recovered floating oil	10
(D3)	Percent oil onshore	10
(E1)	On water recovery (bbbls)	5,528
(E2)	Shoreline recovery (bbbls)	5,528
(F)	Emulsification Factor	1.0
(G)	On water recovery resource mobilization factor	
(G1)	Tier I	0.30
(G2)	Tier II	0.40
(G3)	Tier III	0.60
Part II	On water recovery capacity (bbbls/day)	
	Tier I	1,658
	Tier II	2,211
	Tier III	3,317
Part III	Shoreline cleanup volume (bbbls/day)	5,528
Part IV	On water response capacity by operating area (bbbls/day)	
(J1)	Tier I	1,875
(J2)	Tier II	3,750
(J3)	Tier III	7,500
Part V	On water amount needed to be identified, but not contracted for in advance	
	Tier I	N/A
	Tier II	N/A
	Tier III	N/A

\* R = Rivers and canals

N = Nearshore/Inland

## EPA PLANNING VOLUME DATA

STEP	PARAMETER	St. Joseph Terminal
(A)	WCD (bbls)	55,283
(B)	Oil group	1
(C)	*Geographic area	N
(D1)	Percent lost to natural dissipation	80
(D2)	Percent recovered floating oil	20
(D3)	Percent oil onshore	10
(E1)	On water recovery (bbls)	10,204
(E2)	Shoreline recovery (bbls)	5,102
(F)	Emulsification Factor	1.0
(G)	On water recovery resource mobilization factor	
(G1)	Tier I	0.15
(G2)	Tier II	0.25
(G3)	Tier III	0.40
Part II	On water recovery capacity (bbls/day)	
	Tier I	1,531
	Tier II	2,551
	Tier III	4,082
Part III	Shoreline cleanup volume (bbls/day)	5,102
Part IV	On water response capacity by operating area (bbls/day)	
(J1)	Tier I	12,500
(J2)	Tier II	25,000
(J3)	Tier III	50,000
Part V	On water amount needed to be identified, but not contracted for in advance	
	Tier I	N/A
	Tier II	N/A
	Tier III	N/A

\* R = Rivers and canals  
N = Nearshore/Inland

## D.8 PRODUCT CHARACTERISTICS AND HAZARDS

Pipeline systems described in this plan may transport various types of commodities including but not limited to:

- Diesel
- Gasoline
- Jet fuel
- Naptha
- Natural gasoline

The key chemical and physical characteristics of each of these oils and/or other small quantity products/chemicals are identified in MSDS. MSDS can be obtained by the facility online through the Compass website or via fax from the MSDS Hotline (**FIGURE 3.1-3**). Telephone information concerning the potential hazards can also be obtained from the hotline.

**FIGURE D.8-1** describes primary oils handled.

FIGURE D.8-1 - SUMMARY OF COMMODITY CHARACTERISTICS

COMMON NAME	MSDS NAME	HEALTH HAZARD	FLASH POINT	SPECIAL HAZARD	REACTIVITY	HEALTH HAZARD WARNING STATEMENT
Diesel	Appropriate product name	2	2	C	0	Long term, repeated exposure may cause skin cancer.
Gasoline	Appropriate product name	1	3	C	0	Long term, repeated exposure may cause cancer, blood, kidney and nervous system damage, and contains benzene.
Jet fuel	Appropriate product name	2	2	C	0	Long term, repeated exposure may cause cancer.
Naptha	Appropriate product name	1	3		0	May cause nerve or kidney damage.
Natural gasoline	W-Grade	1	3	C	0	Long term, repeated exposure may cause cancer, blood, kidney and nervous system damage, and contains benzene.
<b>Health Hazard</b>	<b>4 = Extremely Hazardous</b> <b>3 = Hazardous</b> <b>2 = Warning</b> <b>1 = Slightly Hazardous</b> <b>0 = No Unusual Hazard</b>			<b>Fire Hazard (Flash Point)</b>	<b>4 = Below 73° F, 22° C</b> <b>3 = Below 100° F, 37° C</b> <b>2 = Below 200° F, 93° C</b> <b>1 = Above 200° F, 93° C</b> <b>0 = Will not burn</b>	
<b>Special Hazard</b>	<b>A = Asphyxiant</b> <b>C = Contains Carcinogen</b> <b>W = Reacts with Water</b> <b>Y = Radiation Hazard</b> <b>COR = Corrosive</b> <b>OX = Oxidizer</b> <b>H<sub>2</sub>S = Hydrogen Sulfide</b> <b>P = Contents under Pressure</b> <b>T = Hot Material</b>			<b>Reactivity Hazard</b>	<b>4 = May Detonate at Room Temperature</b> <b>3 = May Detonate with Heat or Shock</b> <b>2 = Violent Chemical Change with High Temperature and Pressure</b> <b>1 = Not Stable if Heated</b> <b>0 = Stable</b>	



## **APPENDIX E**

### **CROSS-REFERENCES**

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**Figure E-1 - EPA / FRP Cross-Reference**

**Figure E-2 - EPA / SPCC Cross-Reference**

**Figure E-3 - EPA / RCRA Cross-Reference**

**Figure E-4 - OSHA Cross-Reference**

**Figure E-5 - EPA Response Plan Cover Sheet**

**Figure E-6 - State Cross-Reference**

FIGURE E-1 - EPA / FRP CROSS-REFERENCE

EPA FRP REQUIREMENTS	LOCATION
<b>Facility Information</b>	
<b>General Information (1.0)</b>	
• Facility Name	Figure 1-3
• FRP #	Figure 1-3
• Facility Address	Figure 1-3
• Facility Telephone	Figure 1-3
• Facility Owner	Figure 1-3
• Owner Address	Figure 1-3
• Owner Telephone	Figure 1-3
• Name of Protected Waterway/ Environmentally Sensitive Area	Figure D.4-2
• Distance from Facility	Figure D.4-2
<b>Standard Facility Response Plan (sec. 1.0)</b>	
<b>Emergency Response Action Plan (ERAP) (sec. 1.1)</b>	
Qualified Individual (QI) information (sec. 1.2) partial	ERAP - Figure 3-2
Emergency notification phone list (sec. 1.3.1) partial	ERAP - Figure 3-2
Spill response notification form (sec. 1.3.1) partial	ERAP - Figure 3-1
Response equipment list and location (sec. 1.3.2) complete	ERAP - Figure 4-2, Figure 4-3
Response equipment testing and deployment (sec. 1.3.4) complete	ERAP - Figure 4-4
Facility response team list (sec. 1.3.4) partial	ERAP - Figure 3-2
Facility evacuation plan (sec. 1.3.5) condensed	ERAP - Section 2.3, Figure 5-2
Immediate actions (sec. 1.7.1) complete	ERAP - Section 2
Facility diagrams (sec. 1.9) complete	ERAP - Figure 5-1, Figure 5-2
<b>Facility Information (sec. 1.2)</b>	
Facility name and location (sec. 1.2.1)	Figure 1-3
Latitude and longitude (sec. 1.2.2)	Figure 1-3, Appendix C, Appendix E
Wellhead protection area (sec. 1.2.3)	Figure 1-3
Owner/ operator (both names included, if different (sec. 1.2.4)	Figure 1-3
Qualified Individual (sec. 1.2.5) (name, position, home and work address, phone numbers) and specific response training experience	Figure 1-3
Date of oil storage start-up (sec. 1.2.6)	Figure 1-3
Current operation (sec. 1.2.7)	Figure 1-3
Date and type of substantial expansion (sec. 1.2.8)	Figure 1-3

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Emergency Response Information (sec. 1.3)</b>	
<b>Notification (sec. 1.3.1)</b>	
National Response Center phone number	Figure 3.1-3 (Initial)
Qualified Individual (day and evening) phone numbers	Figure 1-3, Figure 3.1-3
Company Response Team (day and evening) phone numbers	Figure 3.1-3
Federal On-Scene Coordinator (FOSC) and/ or Regional Response Center (day and evening) phone numbers	Figure 3.1-3 (Federal)
Local response team phone numbers (fire department/ cooperatives)	Figure 3.1-3
Fire marshal (day and evening) phone numbers	Figure 3.1-3 (Fire Departments)
State Emergency Response Commission (SERC) phone number	Figure 3.1-3 (State Agencies)
State police phone number	Figure 3.1-3 (Police Departments)
Local Emergency Planning Committee (LEPC) phone number	Figure 3.1-3 (Local Agencies)
Local water supply system (day and evening) phone numbers	Figure 3.1-3 (Water Intakes)
Weather report phone number	Figure 3.1-3 (Weather)
Local TV/ radio phone number(s) for evacuation notification	Figure 3.1-3 (Radio/Television Stations)
Hospital phone number	Figure 3.1-3 (Emergency Medical Services)
<b>Spill Response Notification Form</b>	
• Reporter's name	Figure 3.1-2
• Company information	Figure 3.1-2
• Incident description	Figure 3.1-2
• Materials	Figure 3.1-2
• Response actions	Figure 3.1-2
• Impact	Figure 3.1-2
<b>Response Equipment List (Identify if Facility, OSRO, CO-OP owned by letters O, F, or C) (sec. 1.3.2)</b>	
Equipment list	Figure 7.1-1
Equipment location	Figure 7.1-1
Release handling capabilities and limitations	Figure 7.1-1
<b>Response Equipment Testing/ Deployment (sec. 1.3.3)</b>	
Last inspection or equipment test date	Figure A.1-4
Inspection frequency	Figure A.1-4
Last deployment drill date	Figure A.1-4
Deployment frequency	Figure A.1-4
OSRO certification (if applicable)	Figure A.1-4

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Response Personnel (sec. 1.3.4)</b>	
Emergency response personnel list	Figure 3.1-3
Emergency response contractors	Figure 3.1-3, Figure 7.1-1, Appendix B
Evidence of response capability	Appendix B
Facility response team list (sec. 1.3.4)	Figure 3.1-3
<b>Evacuation Plans (sec. 1.3.5)</b>	
Facility-wide evacuation plan	Section 2.3
Reference to existing community evacuation plans (sec. 1.3.5.3)	Section 2.3
Evacuation routes shown on diagram	Figure C-7 or Figure 1
<b>Qualified Individual's Duties (sec. 1.3.6)</b>	
Description of duties	Section 4.5
Consistent with requirements	Section 4.5
<b>Hazard Evaluation (sec. 1.4)</b>	
<b>Hazard Identification (sec. 1.4.1)</b>	
<b>Schematic Diagram</b>	
Labeled schematic drawing	Figure C-6 or Figure 1
Above-ground tanks identified separately	Figure C-6 or Figure 1
Below-ground tanks identified separately	Figure C-6 or Figure 1
Surface impoundments identified separately	N/A
<b>Tank Form:</b>	
Tank number	Figure C-4
Substance stored	Figure C-4
Quantity stored	Figure C-4
Tank type and year installed	Figure C-4
Maximum capacity	Figure C-4
Failure/ Cause	Figure C-4
<b>Surface Impoundment Form:</b>	
Surface impoundment number	N/A
Substance stored	N/A
Quantity stored	N/A
Surface area/ year	N/A
Maximum capacity	N/A
Failure/ Cause	N/A

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Facility Operations Description:</b>	
Loading and unloading procedures	Figure 1-3 (Current Operations)
Day to day operations	Figure 1-3 (Facility Data)
Secondary containment	Figure C-4
Daily throughput	Figure 1-3 (Facility Data)
<b>Vulnerability Analysis (sec. 1.4.2)</b>	
<b>Vulnerability of:</b>	
• Water intakes	Section 6.6, Section 6.7
• Schools	Section 6.6, Section 6.7
• Medical facilities	Section 6.6, Section 6.7
• Residential areas	Section 6.6, Section 6.7
• Business	Section 6.6, Section 6.7
• Wetlands or other environmentally sensitive areas	Section 6.6, Section 6.7
• Fish and wildlife	Section 6.6, Section 6.7
• Lakes and streams	Section 6.6, Section 6.7
• Endangered flora and fauna	Section 6.6, Section 6.7
• Recreational areas	Section 6.6, Section 6.7
• Transportation routes (air, land, and water)	Section 6.6, Section 6.7
• Utilities	Section 6.6, Section 6.7
• Other applicable areas (List below)	Section 6.6, Section 6.7
• Other areas:	Section 6.6, Section 6.7
<b>Analysis of Potential for a Spill (sec. 1.4.3)</b>	
Probability of spill occurring at the facility	Appendix D.2.1, Appendix D.5.1
<b>Incorporates Factors:</b>	
Tank age	Figure C-4 (Year Constructed/Installed)
Spill history	Figure C-13
Horizontal range of a potential spill	Figure D.4-1, Appendix D.5.3
Vulnerability to natural disaster	Appendix D.2.1
<b>Facility Reportable Oil Spill History Description (sec. 1.4.4)</b>	
Date of discharge	Figure C-13
List of discharge causes	Figure C-13
Materials discharged	Figure C-13
Amount discharged in gallons	Figure C-13
Amount of discharge that reached navigable waters	Figure C-13

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Facility Reportable Oil Spill History Description (sec. 1.4.4), Continued</b>	
Effectiveness and capacity of secondary containment	Figure C-13
Clean-up actions taken	Figure C-13
Steps taken to reduce possibility of reoccurrence	Figure C-13
Total oil storage capacity of tank(s) or impoundment(s) from which material is discharged	Figure C-13
Effectiveness of monitoring equipment	Figure C-13
Description of how each spill was detected	Figure C-13
<b>Discharge Scenarios (sec. 1.5)</b>	
<b>Small and Medium Volume Discharges (sec. 1.5.1)</b>	
<b>Small Volume Discharges</b>	
Small volume discharge calculation for a facility	Appendix D.5
Facility-specific spill potential analysis	Appendix D.5
Average most probable discharge for "complexes"	Appendix D.7
1,000 feet of boom (1 hour deployment time)	Section 7.1.1, Figure 7.1-1, Appendix B, Appendix D.5.1
Correct amount of boom for "complexes"	Section 7.1
Oil recovery devices equal to small discharge (2 hour recovery time)	Section 7.1.1, Figure 7.1-1, Appendix B
Oil storage capacity for recovered material	Section 7.1.1, Figure 7.1-1, Appendix B
<b>Medium Volume Discharges</b>	
Medium volume discharge calculation for a facility	Appendix D.5
Facility-specific spill potential analysis	Appendix D.5
Maximum most probable discharge for "complexes"	Appendix D.7
Oil recovery devices equal to medium discharge	Section 7.1.1, Figure 7.1-1, Appendix B
Availability of sufficient quantity of boom	Section 7.1.1, Figure 7.1-1, Appendix B
Oil storage capacity for recovered material	Section 7.1.1, Figure 7.1-1, Appendix B
<b>Worst Case Discharge (WCD) (sec. 1.5.2)</b>	
Correct WCD calculations	Appendix D.7
Correct WCD for "complexes"	Appendix D.7
Sufficient response resources for WCD	Appendix D.7, Figure 7.1-1, Appendix B
Sources and quantity of equipment for response to WCD	Appendix D.7, Figure 7.1-1, Appendix B
Oil storage capacity for recovered material	Appendix D.7, Figure 7.1-1, Appendix B

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Discharge Detection Systems (sec. 1.6)</b>	
<b>Discharge Detection by Personnel (sec. 1.6.1)</b>	
Detection procedures	Appendix D.3
Discussion of facility inspections	Figure C-10, Appendix D.3
Initial response actions	Figure 2-1
<b>Automated Discharge Detection (sec. 1.6.2)</b>	
Equipment description	Figure C-3, Appendix D.3
Alarm verification procedures	Appendix D.3
Initial response actions	Figure 2-1
<b>Plan Implementation (sec. 1.7)</b>	
<b>Response Resources (sec. 1.7.1)</b>	
Demonstration of accessibility of proper response personnel and equipment	Appendix B
Emergency plans for spill response	Section 2
Additional training	Appendix A.2
Additional contracted help	Appendix B
Access to additional equipment/ experts	Appendix B
Ability to implement plan, including training and practice drills	Appendix A
Immediate Actions Form for small, medium, and worst-case spills	Figure 2-1
<b>Disposal Plans (sec. 1.7.2)</b>	
How and where materials will be disposed	Section 5.5, Section 7.3
Disposal permits	Section 5.5, Section 7.3
<b>Containment and Drainage Planning (sec. 1.7.3)</b>	
<b>Incorporates Factors:</b>	
Available volume of containment	Figure C-15
Route(s) of drainage	Figure C-15
Construction materials used in drainage troughs	Figure C-15
Type and number of valves separators	Figure C-15
Sump pump capacities	Figure C-15
Containment capacity of weirs and booms	Figure C-15
Other clean up materials	Figure C-15



FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Self-Inspection, Drills/ Exercises, and Response Training (sec. 1.8)</b>	
<b>Facility Self-Inspection (sec. 1.8.1)</b>	
Inspection checklist (with dates)	Figure C-10
Records maintained for five years	Figure C-10, Figure C-11
<b>Tank Inspection (sec. 1.8.1.1)</b>	
Tank leaks	Figure C-10
Tank foundations	Figure C-10
Tank piping	Figure C-10
<b>Response Equipment Inspection (sec. 1.8.1.2)</b>	
Inventory (item and quantity)	Figure D.3-1
Storage location (time to access and respond)	Figure D.3-1
Operation status/ condition	Figure D.3-1
Actual use/ testing (last test date and frequency of testing)	Figure D.3-1
Shelf life	Figure D.3-1
<b>Secondary Containment Inspection (sec. 1.8.1.3)</b>	
Dike or berm system	Figure C-10
Secondary containment	Figure C-10
Retention and drainage ponds	Figure C-10
<b>Facility Drills/ Exercises (sec. 1.8.2)</b>	
Facility drills/ exercise description	Appendix A.1
Equipment deployment exercise	Appendix A.1
Unannounced exercise	Appendix A.1
Area exercises	Appendix A.1
Qualified Individual Notification Drills	Appendix A.1
Qualified Individual Notification Drill Log (sec. 1.8.2.1) (date, company, qualified individual, other contacted, emergency scenario, evaluation)	Appendix A.1
Spill Management Team Tabletop Exercises	Appendix A.1
Spill Management Team Tabletop Drill Log (sec. 1.8.2.2) (date, company, qualified individual, participants, emergency scenario, evaluation, changes to be implemented, time table for implementation)	Appendix A.1
<b>Response Training (sec. 1.8.3)</b>	
Description of response training program (including topics)	Figure A.2-2
Personnel Response Training Logs (name, response training date/ and number of hours, prevention training date/ and number of hours)	Figure A.2-3
Discharge Prevention Meeting Log (date, attendees)	Figure C-9

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Diagrams (sec. 1.9)</b>	
<b>Site Diagram includes:</b>	
Entire facility to scale	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Above and below-ground bulk storage tanks	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Contents and capacities of bulk storage tanks	Figure C-4
Contents and capacities of drum storage areas	Figure C-4
Contents and capacities of surface impoundments	N/A
Process buildings	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Transfer areas	Figure C-6 or Figure 1
Secondary containment systems	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Structures where hazardous materials are used and capacity	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Location of communication and emergency response equipment	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Location of electrical equipment which contains oil	Figure C-6 or Figure 1
If a "complex" facility, interface between EPA and other regulating agencies	N/A
<b>Site Drainage Diagram</b>	
Major sanitary and storm sewers, manholes, and drains	Figure C-6 or Figure 1
Weirs and shut-off valves	Figure C-6 or Figure 1
Surface water receiving streams	Figure C-6 or Figure 1
Fire fighting water sources	Figure C-6 or Figure 1
Other utilities	Figure C-6 or Figure 1
Response personnel ingress and egress	Figure C-7 or Figure 1
Equipment transportation routes	Figure C-6 or Figure 1, Figure C-7 or Figure 1
Direction of spill flow from release points	Figure C-4, Figure C-6 or Figure 1
<b>Site Evacuation Diagram includes:</b>	
Site plan diagram with evacuation routes	Figure C-7 or Figure 1
Location of evacuation regrouping areas	Figure C-7 or Figure 1

FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED

EPA FRP REQUIREMENTS	LOCATION
<b>Site Security (sec. 1.10)</b>	
Emergency cut-off locations	Figure C-3, Appendix D.3
Enclosure	Figure C-3
Guards and their duties, day and night	Figure C-3
Lighting	Figure C-3
Valve and pump locks	Figure C-3
Pipeline connection caps	Figure C-3
<b>Response Plan Cover Sheet (sec. 2.0)</b>	
Owner/ operator of facility	Figure E-4
Facility name	Figure E-4
Facility address	Figure E-4
Facility phone number	Figure E-4
Latitude and longitude	Figure E-4
Dun and Bradstreet number	Figure E-4
North American Industrial Classification System (NAICS) Code	Figure E-4
Largest oil tank storage capacity	Figure E-4
Maximum oil storage capacity	Figure E-4
Number of oil storage tanks	Figure E-4
Worst case discharge amount	Figure E-4
Facility distance to navigable waters	Figure E-4
Applicability of substantial harm criteria	Figure E-4
Certification	Figure E-4

FIGURE E-2 - EPA / SPCC CROSS-REFERENCE

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION
<b>112.7 General requirements for Spill Prevention, Control, and Countermeasure Plans</b>	
a. General requirements	
1. Include a discussion of your facility's conformance with the requirements listed in this part	Appendix C
3. Describe in your Plan the physical layout of the facility and include a facility diagram	Figure 1-3, Figure C-6 or Figure 1, Figure C-7 or Figure 1
i. The type of oil in each container and its storage capacity	Figure C-4
ii. Discharge prevention measures	Section 2, Figure C-3
iii. Discharge or drainage controls	Figure C-6 or Figure 1
iv. Countermeasures for discharge	Section 2
v. Methods of disposal	Section 7
vi. Contact list and phone numbers	Section 3
4. Unless you have submitted a response plan, provide information and procedures to report a discharge	N/A
5. Unless you have submitted a response plan, describe procedures you will use when a discharge occurs	N/A
b. Prediction of the direction, rate of flow, and total quantity of oil which could be discharged from the facility as a result of each type of major equipment failure	Figure C-4
c. Provide appropriate containment	Figure C-4
d. If you determine that the installation of any of the structures or pieces of equipment is not practicable, you must clearly explain in your Plan why such measures are not practicable; for bulk storage containers, conduct both periodic integrity testing of the containers and periodic integrity and leak testing of the valves and piping; and, unless you have submitted a response plan under § 112.20, provide in your Plan the following:	Appendix C
1. An oil spill contingency plan following the provisions of part 109 of this chapter	N/A
2. A written commitment of manpower, equipment, and materials	N/A
e. Inspections, tests, and records	Appendix C
f. Personnel, training, and discharge prevention procedures	Appendix C
1. Oil-handling personnel training	Appendix C
2. Person accountable for discharge prevention	Appendix C
3. Schedule and conduct discharge prevention briefings	Appendix C

FIGURE E-2 - EPA / SPCC CROSS-REFERENCE, CONTINUED

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION
<b>112.7 General requirements for Spill Prevention, Control, and Countermeasure Plans, continued</b>	
g. Security (excluding oil production facilities)	Figure C-3
1. Facility fencing	Figure C-3
2. Master flow, drain valves, and other valves remain in closed position	Figure C-3
3. Lock the starter control on each oil pump in "off" position	Figure C-3
4. Securely cap or blank-flange the loading/ unloading connections	Figure C-3
5. Provide facility lighting	Figure C-3
i. Discovery of discharges occurring during hours of darkness	Figure C-3
ii. Prevention of discharges occurring through acts of vandalism	Figure C-3
h. Facility tank car and tank truck loading/ unloading rack (excluding offshore facilities)	Figure C-3
1. Catchment basin, treatment facility, or quick drainage system	Figure C-3
2. Provide vehicular disconnect warning system	Figure C-3
3. Inspect for discharges of the lower most drain	Figure C-3
i. Aboveground container brittle fracture evaluation	Figure C-3
j. Discussion of conformance with the applicable requirements	Figure C-3
k. Qualified Oil-filled Operational Equipment	Figure C-3
1. Qualification Criteria - Reportable Discharge History	Figure C-3
2. Alternative Requirements to General Secondary Containment	Figure C-3
i. Establish and document the facility procedures for inspections or a monitoring program to detect equipment failure and/or a discharge; and	Figure C-3
ii. Unless you have submitted a response plan under §112.20, provide in your Plan the following:	Figure C-3
A. An oil spill contingency plan following the provisions of part 109 of this chapter	Figure C-3
B. A written commitment of manpower, equipment, and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful	Figure C-3

FIGURE E-2 - EPA / SPCC CROSS-REFERENCE, CONTINUED

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION
<b>112.8 Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities (excluding production facilities)</b>	
b. Facility drainage	Figure C-3
1. Restrain drainage from diked storage areas except where facility systems are designed to control such discharge	Figure C-3
2. Use valves of manual, open-and-closed design, for the drainage of diked areas	Figure C-3
3. Design facility drainage systems from undiked areas with a potential for a discharge to flow into ponds, lagoons, or catchment basins designed to retain oil or return it to the facility	Figure C-3
4. Equip the final discharge of all ditches inside the facility with a diversion system that would, in the event of an uncontrolled discharge, retain oil in the facility	Figure C-3
5. Where drainage waters are treated in more than one treatment unit and such treatment is continuous, and pump transfer is needed, provide two "lift" pumps and permanently install at least one of the pumps	Figure C-3
c. Bulk storage containers	Figure C-3
1. Not use a container for the storage of oil unless its material and construction are compatible with the material stored and conditions of storage such as pressure and temperature	Figure C-3
2. Provide a secondary means of containment for the entire capacity of the largest single container and sufficient freeboard to contain precipitation	Figure C-3
3. Not allow drainage of uncontaminated rainwater from the diked area into a storm drain or discharge of an effluent into an open watercourse, lake, or pond, bypassing the facility treatment system unless you:	Figure C-3
i. Normally keep the bypass valve sealed closed	Figure C-3
ii. Inspect the retained rainwater to ensure that its presence will not cause a discharge as described in § 112.1(b)	Figure C-3
iii. Open the bypass valve and reseal it following drainage under responsible supervision; and	Figure C-3
iv. Keep adequate records of such events, for example, any records required under permits issued in accordance with §§ 122.41(j)(2) and 122.41(m)(3) of this chapter	Figure C-3
4. Protect completely buried metallic storage tanks from corrosion	Figure C-3
5. Protect partially buried and bunkered tanks from corrosion	Figure C-3
6. Test each aboveground container for integrity on a regular schedule	Figure C-3
7. Control leakage through defective internal heating coils	Figure C-3

FIGURE E-2 - EPA / SPCC CROSS-REFERENCE, CONTINUED

EPA SPCC REQUIREMENTS (40 CFR 112.7 and 112.8)	LOCATION
<b>112.8 Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities (excluding production facilities), continued</b>	
8. Engineer or update each container installation in accordance with good engineering practice to avoid discharges. You must provide at least one of the following devices:	Figure C-3
i. High liquid level alarms with an audible or visual signal	Figure C-3
ii. High liquid level pump cutoff devices	Figure C-3
iii. Direct audible or code signal communication between the container gauger and the pumping station	Figure C-3
iv. A fast response system	Figure C-3
v. Regularly test liquid level sensing devices to ensure proper operation	Figure C-3
9. Observe effluent treatment facilities frequently enough to detect possible system upsets that could cause a discharge as described in § 112.1(b)	Figure C-3
10. Promptly correct visible discharges which result in a loss of oil from the container	Figure C-3
11. Position or locate mobile or portable oil storage containers to prevent a discharge	Figure C-3
d. Facility transfer operations, pumping, and facility process	Figure C-3
1. Provide protection of buried piping that is installed or replaced on or after August 16, 2002	Figure C-3
2. Cap or blank-flange the terminal connection at the transfer point	Figure C-3
3. Properly design pipe supports to minimize abrasion and corrosion and allow for expansion and contraction	Figure C-3
4. Regularly inspect all aboveground valves, piping, and appurtenances	Figure C-3
5. Warn all vehicles entering the facility to be sure that no vehicle will endanger aboveground piping or other oil transfer operations	Figure C-3



FIGURE E-3 - EPA / RCRA CROSS-REFERENCE

EPA / RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)		LOCATION
<b>§ 265.50</b>	<b>Applicability</b>	
	The regulations in this subpart apply to owners and operators of all hazardous waste facilities, except as 265.1 provides otherwise.	Section 1.1
<b>§ 265.51</b>	<b>Purpose and Implementation of Contingency Plan</b>	
a	Each owner or operator must have a contingency plan for his facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water.	Section 1.1
b	The provisions of the plan must be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents that could threaten human health or the environment.	Section 1.1
<b>§ 265.52</b>	<b>Content of Contingency Plan</b>	
a	The contingency plan must describe the actions facility personnel must take to comply with 265.51 and 265.56 in response to fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water at the facility.	Section 2
b	If the owner or operator has already prepared a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with Part 112 of this chapter, or Part 1510 of Chapter V, or some other emergency or contingency plan, he need only amend that plan to incorporate hazardous waste management provisions that are sufficient to comply with the requirements of this part.	Section 7.3
c	The plan must describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services, pursuant to 265.37.	Figure 3.1-3
d	The plan must list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator (see 265.55), and this list must be kept up to date. Where more than one person is listed, one must be named as primary emergency coordinator and others must be listed in the order in which they will assume responsibility as alternates.	Figure 1-3
e	The plan must include a list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.	Figure 4-2

FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)		LOCATION
<b>§ 265.52</b>	<b>Content of Contingency Plan, Continued</b>	
f	The plan must include an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. This plan must describe signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes (in cases where the primary routes could be blocked by releases of hazardous waste or fires).	Section 2.3, Section 5-Figure 2
<b>§ 265.53</b>	<b>Copies of Contingency Plan</b>	
	A copy of the contingency plan and all revisions to the plan must be:	----
a	Maintained at the facility, and	Section 1.2; Figure 2.2
b	Submitted to all local police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services.	Section 1.2; Figure 2.2
<b>§ 265.54</b>	<b>Amendment of Contingency Plan</b>	
	The contingency plan must be reviewed, and immediately amended, if necessary, whenever:	----
a	Applicable regulations are revised;	Section 1.2
b	The plan fails in an emergency;	Section 1.2
c	The facility changes in its design, construction, operation, maintenance, or other circumstances in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;	Section 1.2
d	The list of emergency coordinators changes; or	Section 1.2
e	The list of emergency equipment changes.	Section 1.2
<b>§ 265.55</b>	<b>Emergency Coordinator</b>	
	At all times, there must be at least one employee either on the facility premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility for coordinating all emergency response measures. This emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person must have the authority to commit the resources needed to carry out the contingency plan.  <i>[Comment: The emergency coordinator's responsibilities are more fully spelled out in 265.56. Applicable responsibilities for the emergency coordinator vary, depending on factors such as type and variety of waste(s) handled by the facility, and type and complexity of the facility].</i>	Figure 1-3; Section 4.5; Appendix A

FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)		LOCATION
<b>§ 265.56</b>	<b>Emergency Procedures</b>	
a	Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his designee when the emergency coordinator is on call) must immediately:	Section 4.5
a(1)	Activate internal facility alarms or communication systems, where applicable, to notify all facility personnel; and	Section 4.5
a(2)	Notify appropriate State or local agencies with designated response roles if their help is needed.	Section 4.5
b	Whenever there is a release, fire, or explosion, the emergency coordinator must immediately identify the character, exact source, amount, and a real extent of any released materials. He may do this by observation or review of facility records or manifests and, if necessary, by chemical analysis.	Section 4.5
c	Concurrently, the emergency coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-offs from water or chemical agents used to control fire and heat-induced explosions).	Section 4.5
d	If the emergency coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside of the facility, he must report his findings as follows:	Section 4.5
d(1)	If his assessment indicates that evacuation of local areas may be advisable, he must immediately notify appropriate local authorities. He must be available to help appropriate officials decide whether local areas should be evacuated; and	Section 4.5
d(2)	He must immediately notify either the government official designated as the on-scene coordinator for that geographical area (in the applicable regional contingency plan under Part 1510 of this Title), or the National Response Center (using their 24-hour toll free number 800/424-8802). The report must include:	Section 4.5; Figure 3.1-2
d(2)(i)	Name and telephone number of reporter:	Figure 3.1-2
d(2)(ii)	Name and address of facility;	Figure 3.1-2
d(2)(iii)	Time and type of incident (e.g., release, fire);	Figure 3.1-2
d(2)(iv)	Name and quantity of material(s) involved, to the extent known;	Figure 3.1-2
d(2)(v)	The extent of injuries, if any; and	Figure 3.1-2
d(2)(vi)	The possible hazards to human health, or the environment, outside the facility.	Figure 3.1-2

"center"&gt;FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)		LOCATION
§ 265.56	Emergency Procedures (Cont'd)	
e	During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.	Section 2; Figure 2.1-1
f	If the facility stops operations in response to a fire, explosion or release, the emergency coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes or other equipment, wherever this is appropriate.	Section 2; Figure 2.1-1
g	Immediately after an emergency, the emergency coordinator must provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.  <i>[Comment: Unless the owner or operator can demonstrate, in accordance with § 261.3(c) or (d) of this chapter, that the recovered material is not a hazardous waste, the owner or operator becomes a generator of hazardous waste and must manage it in accordance with all applicable requirements of Parts 262, 263, and 265 of this chapter].</i>	Section 7.3; Section 5.5
h	The emergency coordinator must ensure that, in the affected areas(s) of the facility:	-----
h(1)	No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are completed; and	Section 7.3; Section 5.5
h(2)	All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.	Section 5.4
i	The owner or operator must notify the Regional Administrator, and appropriate State and local authorities, that the facility is in compliance with paragraph (h) of this section before operations are resumed in the affected area(s) of the facility.	Figure 3.1-3
j	The owner or operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency plan. Within 15 days after the incident, he must submit a written report on the incident to the Regional Administrator. The report must include:	Section 8.3
j(1)	Name, address, and telephone number of the owner or operator;	Section 8.3
j(2)	Name, address, and telephone number of the facility;	Section 8.3
j(3)	Date, time, and type of incident (e.g., fire, explosion);	Section 8.3

FIGURE E-3 - EPA / RCRA CROSS-REFERENCE, CONTINUED

EPA / RCRA REQUIREMENTS (40 CFR PART 265.50 - 265.56)		LOCATION
§ 265.56	Emergency Procedures (Cont'd)	
j(4)	Name and quantity of material(s) involved;	Section 8.3
j(5)	The extent of injuries, if any;	Section 8.3
j(6)	An assessment of actual or potential hazards to human health or the environment, where this is applicable; and	Section 8.3
j(7)	Estimated quantity and disposition of recovered material that resulted from the incident.	Section 8.3

FIGURE E-4 - OSHA CROSS-REFERENCE

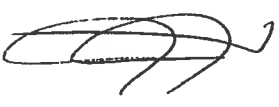
<b>OSHA EMPLOYEE EMERGENCY PLANS AND FIRE PREVENTION PLANS</b> <b>(29 CFR 1910.38 AND 1910.39)</b>	<b>LOCATION</b>
<b>Emergency Action Plans (29 CFR 1910.38)</b>	
(c) Minimum elements of an emergency action plan. An emergency action plan must include at a minimum:	
(c)(1) Procedures for reporting a fire or other emergency;	Figure 2-1
(c)(2) Procedures for emergency evacuation, including type of evacuation and exit route assignments;	Figure C-7
(c)(3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;	Section 2.3
(c)(4) Procedures to account for all employees after evacuation;	Section 2.3
(c)(5) Procedures to be followed by employees performing rescue or medical duties; and	Section 2.4
(c)(6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.	Figure 3.1-3, Section 4.6
(d) Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in §1910.165.	Section 2.3
(e) Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.	Figure A.2-1
(f) Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan:	
(f)(1) When the plan is developed or the employee is assigned initially to a job;	Figure A.2-1
(f)(2) When the employee's responsibilities under the plan change; and	Figure A.2-1
(f)(3) When the plan is changed.	Figure A.2-1
<b>HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE</b> <b>(29 CFR 1910.120)</b>	<b>LOCATION</b>
(q)(1) Emergency response plan. An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives and OSHA personnel. Employers who will evacuate their employees from the danger area when an emergency occurs, and who do not permit any of their employees to assist in handling the emergency, are exempt from the requirements of this paragraph if they provide an emergency action plan in accordance with 29 CFR 1910.38.	
(q)(2) Elements of an emergency response plan. The employer shall develop an emergency response plan for emergencies which shall address, as a minimum, the following:	
(q)(2)(i) Pre-emergency planning.	Appendix C, Appendix D
(q)(2)(ii) Personnel roles, lines of authority, training, and communication.	Section 4
(q)(2)(iii) Emergency recognition and prevention.	Section 2.1

FIGURE E-4 - OSHA CROSS-REFERENCE, CONTINUED

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (29 CFR 1910.120)	LOCATION
(q)(2)(iv) Safe distances and places of refuge.	Figure C-7
(q)(2)(v) Site security and control.	Figure 2.1-1, Section 5.6, Section 7.2
(q)(2)(vi) Evacuation routes and procedures.	Section 2.3, Figure C-7
(q)(2)(vii) Decontamination procedures which are not covered by the site safety and health plan.	Section 5.4
(q)(2)(viii) Emergency medical treatment and first aid.	Section 5.4
(q)(2)(ix) Emergency alerting and response procedures.	Section 2.3
(q)(2)(x) Critique of response and follow-up.	Section 8.3
(q)(2)(xi) PPE and emergency equipment.	Section 5.4, Section 7.1.1
(q)(3) Procedures for handling emergency incidents.	
(q)(3)(i) In addition to the elements for the emergency response plan required in paragraph (l)(2) of this section, the following elements shall be included for emergency response plans:	
(q)(3)(i)(A) Site topography, layout, and prevailing weather conditions.	Figure 1-2, Figure D.4-1
(q)(3)(i)(B) Procedures for reporting incidents to local, state, and federal governmental agencies.	Figure 3.1-1
(q)(3)(ii) The emergency response plan shall be a separate section of the Site Safety and Health Plan.	Section 5.3
(q)(3)(iii) The emergency response plan shall be compatible and integrated with the disaster, fire and/or emergency response plans of local, state, and federal agencies.	Section 1.1
(q)(3)(iv) The emergency response plan shall be rehearsed regularly as part of the overall training program for site operations.	Figure A.2-1
(q)(3)(v) The site emergency response plan shall be reviewed periodically and, as necessary, be amended to keep it current with new or changing site conditions or information.	Section 1.2
(q)(3)(vi) An employee alarm system shall be installed in accordance with 29 CFR 1910.165 to notify employees of an emergency situation, to stop work activities if necessary, to lower background noise in order to speed communication, and to begin emergency procedures.	Section 2.3
(q)(3)(vii) Based upon the information available at time of the emergency, the employer shall evaluate the incident and the site response capabilities and proceed with the appropriate steps to implement the site emergency response plan.	Figure 2-1, Section 2.1



FIGURE E-5 - EPA RESPONSE PLAN COVER SHEET

Owner/ operator of facility:	Magellan Pipeline Company, L.P.
Facility name:	St. Joseph Terminal
Facility address (street address or route):	963 Vernon Road
City, state, and U.S. zip code	Wathena, KS 66090
Facility mailing address:	As above
Facility phone number.:	(785) 989-3448
Latitude:	39 ° 45 ' 05 " N
Longitude:	-94 ° 55 ' 41 " W
Dun & Bradstreet number:	00-718-7038
Largest above ground oil storage tank capacity (gallons):	2,321,890
Number of above ground oil storage tanks:	8 (including additive tanks)
North American Industrial Classification System (NAICS):	486910
Maximum oil storage capacity (gallons):	3,618,627
Worst case oil discharge amount (bbls.):	55,283
Facility distance to navigable water; mark the appropriate line.	
0-1/4 <input type="checkbox"/>	1/4-1/2 mile <input type="checkbox"/> 1/2 - 1 mile <input checked="" type="checkbox"/> > 1 mile <input type="checkbox"/>
<b>APPLICABILITY OF SUBSTANTIAL HARM CRITERIA</b>	
Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Does the facility have a total oil storage capacity greater than or equal to one million gallons and, within any storage area, does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation?	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (as calculated using the appropriate formula in or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (using the appropriate formula in or a comparable formula) such that a discharge from the facility would shut down a drinking water intake?	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Does the facility have a total oil storage capacity greater than or equal to one million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five years?	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>CERTIFICATION</b>	
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that based on my inquiry of those individuals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete.	
Signature: 	Date: 05/23/08
Name: Jon Jacobs	Title: Area Supervisor

**FIGURE E-6 - STATE CROSS-REFERENCE**

**KANSAS D.H.E.**

**KAR 28-31-4**

**HAZARDOUS WASTE MANAGEMENT RULES**

**CROSS-REFERENCE**

Kansas does not have any additional reporting requirements more stringent than the Federal guidelines. However, a courtesy call to the Kansas Emergency Response Center (785) 296-3176 is recommended.

## **APPENDIX F**

### **ACRONYMS AND DEFINITIONS**

Last revised: January 2005

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#### **F.1 Acronyms**

#### **F.2 Definitions**

**F.1 ACRONYMS**

ACP	Area Contingency Plan
AFFF	Aqueous Film Forming Foam
ASTM	American Society of Testing Materials
BBL	Barrel(s)
BLM	Bureau of Land Management (USDOI)
BPD	Barrels Per Day
BPH	Barrels Per Hour
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 1980, as amended
CFR	Code of Federal Regulations
CO <sub>2</sub>	Carbon Dioxide
COTP	Captain of the Port (USCG)
CRZ	Contamination Reduction Zone
CWA	Clean Water Act of 1977 (Federal)
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	U. S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERAP	Emergency Response Action Plan
ERP	Emergency Response Plan
ERT	Emergency Response Team
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
FRT	Facility Response Team
FWPCA	Federal Water Pollution Control Act of 1972
GIS	Geographic Information System
GPM	Gallons Per Minute
HAZMAT	Hazardous Materials
HMIS	Hazardous Material Information System
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
LEL	Lower Explosive Limit

**F.1 ACRONYMS, CONTINUED**

LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning District
LNG	Liquid Natural Gas
LPG	Liquefied Petroleum Gas
MPC	Magellan Pipeline Company, L.P.
MSDS	Material Safety Data Sheets
MTR	Marine Transportation Related
N/A	Not Applicable
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIIMS	National Interagency Incident Management System
NM	Nautical Miles
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRDA	National Resource Damage Assessment
NRT	National Response Team
OBA	Oxygen Breathing Apparatus
OPA 90	Oil Pollution Act of 1990
OSC	On-Scene Coordinator/Commander
OSHA	Occupational Safety and Health Administration (USDH)
PHMSA	Pipeline and Hazardous Materials Safety Administration (DOT)
PPE	Personal Protective Equipment
PREP	(National) Preparedness for Response Exercise Program
QI	Qualified Individual
RCRA	Resource Conservation and Recovery Act of 1976
RQ	Reportable Quantity
SARA	Superfund Amendments and Reauthorization Act
SCADA	Supervisory Control and Data Acquisition (System)
SCBA	Self Contained Breathing Apparatus
SDWA	Safe Drinking Water Act of 1986
SERC	State Emergency Response Commission
SETS	Safety Environment and Training Services
SI	Surface Impoundment
SIC	Standard Industrial Classification (Code)
SMT	Spill Management Team
SOSC	State On-Scene Coordinator
SPCC	Spill Prevention, Control, and Countermeasures (Plan)

**F.1 ACRONYMS, CONTINUED**

SSC	Scientific Support Coordinator (NOAA)
UCS	Unified Command System
UEL	Upper Explosive Limit
USACOE	U. S. Army Corps of Engineers
USCG	U. S. Coast Guard
USDOD	U. S. Department of Defense
USDL	U. S. Department of Labor
USDOE	U. S. Department of Energy
USDOI	U. S. Department of the Interior
USDOJ	U. S. Department of Justice
USDOT	U. S. Department of Transportation
USFWS	U. S. Fish and Wildlife Service (USDOI)
USGS	U. S. Geological Survey (USDOI)

## F.2 DEFINITIONS

### **Adverse Weather**

The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather-related visibility, and currents with the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.

### **Aqueous Film Forming Foam**

A fluoro-carbon surfactant that acts as an effective vapor securing agent due to its effect on the surface tension of the water. Its physical properties enable it to float and spread across surfaces of a hydrocarbon fuel with more density than protein foam.

### **Average Most Probable Discharge (USCG)**

A discharge of the lesser of 50 barrels (2100 gallons) or one percent of the volume of the worst case discharge.

### **Barrel**

Measure of space occupied by 42 U. S. gallons at 60 degrees Fahrenheit.

### **Bleve**

A boiling liquid-expanding vapor explosion; failure of a liquefied flammable gas container caused by fire exposure. Pronounced "blevey."

### **Boilover**

Occurs when the heat from a fire in a tank travels down to the bottom of the tank causing water that is already there to boil and push part of the tank's contents over the side.

### **Carbon Dioxide**

A heavy, colorless, odorless, asphyxiating gas, that does not normally support combustion. It is one and one-half times heavier than air and when directed at the base of a fire its action is to dilute the fuel vapors to a lean mixture to extinguish the fire.

### **Class A Fire**

A fire involving common combustible materials which can be extinguished by the use of water or water solutions. Materials in this category include wood and wood-based materials, cloth, paper, rubber and certain plastics.

### **Class B Fire**

A fire involving flammable or combustible liquids, flammable gases, greases and similar products. Extinguishment is accomplished by cutting off the supply of oxygen to the fire or by preventing flammable vapors from being given off.

### **Class C Fire**

A fire involving energized electrical equipment, conductors or appliances. Nonconducting extinguishing agents must be used for the protection of firefighters.

### **Class D Fire**

A fire involving combustible metals, for example, sodium, potassium, magnesium, titanium and aluminum. Extinguishment is accomplished through the use of heat-absorbing extinguishing agents such as certain dry powders that do not react with the burning metals.



## F.2 DEFINITIONS, CONTINUED

### **Cold (Support) Zone**

An area free of contaminants so that Personal Protection Equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

### **Command Post**

A site located at a safe distance from the spill site where response decisions are made, equipment and manpower deployed, and communications handled. The Incident Commander and the On-Scene Coordinators may direct the on-scene response from this location.

### **Communication Equipment**

Equipment that will be utilized during response operations to maintain communication between employees, contractors, federal/state/local agencies.

### **Containment Boom**

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to entrap and contain the product for recovery.

### **Contamination Reduction Zone**

Same as the warm zone, a buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.

### **Contingency Plan**

A document used by: (1) federal, state, and local agencies to guide planning and response procedures regarding spill of oil, hazardous substances, or other emergencies; (2) a document used by industry as a response plan to spills of oil, hazardous substances, or other emergencies occurring upon their vessels or at their facilities.

### **Contract or Other Approved Means**

Includes:

- A written contractual agreement with a response contractor. The agreement should identify and ensure the availability of the specified personnel and equipment described under U.S.C.G. Regulations within stipulated response times in the specified geographic areas
- Certification by the facility owner or operator that the specified personnel and equipment described under USCG Regulations are owned, operated, or under the direct control of the facility owner or operator, and are available within stipulated times in the specified geographic areas
- Active membership in a local or regional oil spill removal organization that has identified specified personnel and equipment described under USCG Regulations that are available to respond to a discharge within stipulated times in the specified geographic areas
- A document which:
  - Identifies the personnel, equipment, services, capable of being provided by the response contractor within stipulated response times in specified geographic areas
  - Sets out the parties' acknowledgment that the response contractor intends to commit the resources in the event of a response
  - Permits the Coast Guard to verify the availability of the response resources identified through tests, inspections, drills
  - Is incorporated by reference in the Response Plan
- For a facility that could reasonably be expected to cause substantial harm to the environment, with the consent of the response contractor or oil spill removal organization, the identification of a response contractor or oil spill removal organization with specified equipment and personnel which are available within stipulated response times in specific geographic areas.

## **F.2 DEFINITIONS, CONTINUED**

### **Demand Breathing Apparatus**

A type of self-contained breathing apparatus that provides air or oxygen from a supply carried by the user.

### **Dispersants**

Those chemical agents that emulsify, disperse, or solublize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

### **Diversion Boom**

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to deflect or divert the product towards a pick up point, or away from certain areas.

### **Environmentally Sensitive Areas**

Streams and water bodies, aquifer recharge zones, springs, wetlands, agricultural areas, bird rookeries, endangered or threatened species (flora and fauna) habitat, wildlife preserves or conservation areas, parks, beaches, dunes, or any other area protected or managed for its natural resource value.

### **Exclusion Zone**

Same as hot zone, the area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

### **Explosive Range**

Flammable range; the range of the mixture of air and flammable gas or flammable vapor of liquids that must be present in the proper proportions for the mixture to be ignited. The range has upper and lower limits; any mixture above the upper explosive limit or below the lower explosive limit will not burn.

### **Facility**

Any pipeline, structure, equipment, or device used for handling oil including, but not limited to, underground and aboveground storage tanks, impoundments, mobile or portable drilling or workover rigs, barge mounted drilling or workover rigs, and portable fueling facilities located offshore or on or adjacent to coastal waters or any place where a discharge of oil from the facility could enter coastal waters or threaten to enter the coastal waters.

### **Federal Fund**

The oil spill liability trust fund established under OPA.

### **First Responders, First Response Agency**

A public health or safety agency (i.e., fire service or police department) charged with responding to a spill during the emergency phase and alleviating immediate danger to human life, health, safety, or property.

### **Flashover**

The ignition of combustibles in an area heated by convection, radiation, or a combination of the two. The action may be a sudden ignition in a particular location followed by rapid spread or a "flash" of the entire area.

## F.2 DEFINITIONS, CONTINUED

### Flash Point

The temperature at which a liquid fuel gives off sufficient vapor to form an ignitable mixture near its surface.

### Foam

A blanket of bubbles that extinguishes fire mainly by smothering. The blanket prevents flammable vapors from leaving the surface of the fire and prevents oxygen from reaching the fuel. The water in the foam also has a cooling effect.

### Hazardous Material

Any nonradioactive solid, liquid, or gaseous substance which, when uncontrolled, may be harmful to humans, animals, or the environment. Including but not limited to substances otherwise defined as hazardous wastes, dangerous wastes, extremely hazardous wastes, oil, or pollutants.

### Hazardous Substance

Any substance designed as such by the Administrator of EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act; regulated pursuant to Section 311 of the Federal Water Pollution Control Act.

### Hazardous Waste

Any solid waste identified or listed as a hazardous waste by the Administrator of the EPA pursuant to the federal Solid Waste Disposal Act, as amended by the Resources Conservation and Recovery Act (RCRA), 42 U.S.C., Section 6901, et seq as amended. The EPA Administrator has identified the characteristics of hazardous wastes and listed certain wastes as hazardous in Title 40 of the Code of Federal Regulations, Part 261, Subparts C and D respectively.

### Higher Volume Port Area

Ports of:

- Boston, MA
- New York, NY
- Delaware Bay and River to Philadelphia, PA
- St. Croix, VI
- Pascagoula, MS
- Mississippi River from Southwest Pass, LA to Baton Rouge, LA
- Louisiana Offshore Oil Port (LOOP), LA
- Lake Charles, LA
- Sabine-Natchez River, TX
- Galveston Bay and Houston Ship Channel, TX
- Corpus Christi, TX
- Los Angeles/Long Beach Harbor, CA
- San Francisco Bay, San Pablo Bay, Carquinez Strait, Suisun Bay to Antioch, CA
- Straits of Juan de Fuca and Puget Sound, WA
- Prince William Sound, AK

### Hot (Exclusion) Zone

The area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

## F.2 DEFINITIONS, CONTINUED

### **Hyperthermia**

A dangerously high fever that can damage nerve centers. This condition can result from exposure to excessive heat over an extended period of time.

### **Ignition Temperature**

The lowest temperature at which a fuel will burn without continued application of an ignition source.

### **Incident Commander (IC)**

The one individual in charge at any given time of an incident. The Incident Commander will be responsible for establishing a unified command with all on-scene coordinators.

### **Incident Command System**

A method by which the response to an extraordinary event, including a spill, is categorized into functional components and responsibility for each component assigned to the appropriate individual or agency.

### **Interim Storage Site**

A site used to temporarily store recovered oil or oily waste until the recovered oil or oily waste is disposed of at a permanent disposal site. Interim storage sites include trucks, barges, and other vehicles, used to store waste until the transport begins.

### **Lead Agency**

The government agency that assumes the lead for directing the spill response.

### **Lead Federal Agency**

The agency which coordinates the federal response to incidents on navigable waters. The lead Federal agencies are:

- **U. S. Coast Guard (USCG):** Oil and chemically hazardous materials incidents on navigable waters
- **Environmental Protection Agency (EPA):** Oil and chemically hazardous materials incidents on most inland waters and in the inland zone

### **Lead State Agency**

The agency which coordinates state support to Federal and/or Local governments or assumes the lead in the absence of a Federal spill response.

### **Lower Flammable Limit**

Minimum flammable concentration of a particular gas in the air.

### **Marine Transportation-Related Facility (MTR Facility)**

An onshore facility, including piping and any structure used to transfer oil to or from a vessel, subject to regulation under 33 CFR Part 154 and any deepwater port subject to regulation under 33 CFR Part 150.

### **Maximum Extent Practicable**

The planning values derived from the planning criteria used to evaluate the response resources described in the response plan to provide the on-water recovery capability and the shoreline protection and clean-up capability to conduct response activities for a worst case discharge from a facility in adverse weather.

### **Maximum Most Probable Discharge (USCG)**

A discharge of the lesser of 2,500 barrels or ten percent of the volume of a worst case discharge.

## F.2 DEFINITIONS, CONTINUED

### Medium Discharge (EPA)

Same as maximum most probable discharge.

### National Contingency Plan

The plan prepared under the Federal Water Pollution Control Act (33 United States Code '1321 et seq) and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 United State Code '9601 et seq), as revised from time to time.

### Nearshore Area

The area extending seaward 12 miles from the boundary lines defined in 46 CFR Part 7, except in the Gulf of Mexico. In the Gulf of Mexico, it means the area extending seaward 12 miles from the line of demarcation (COLREG) lines) defined in '80.740 - 80.850 of Title 33 of the CFR.

### Non-Persistent or Group I Oil

A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions:

- At least 50% of which by volume, distill at a temperature of 340EC (645EF)
- At least 95% of which volume, distill at a temperature of 370EC (700EF)

### Non-Petroleum Oil

Oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.

### Offshore Area

The area beyond 12 nautical miles measured from the boundary lines defined in 46 CFR Part 7 extending seaward to 50 nautical miles, except in the Gulf of Mexico. In the Gulf of Mexico it is the area beyond 12 nautical miles of the line of demarcation (COLREG lines) defined in '80-740 - 80.850 of Title 33 of the CFR extending seaward to 50 nautical miles.

### Oil or Oils

Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth, including condensate and natural gasoline, and any fractionation thereof, including, but not limited to, crude oil, petroleum gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil does not include any substance listed in Table 302.4 of 40 CFR Part 302 adopted August 14, 1989, under Section 101(14) of the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by P.L. 99-499.

### Oil Spill Removal Organization (OSRO)

An entity that provides oil spill response resources, and includes any for profit or not-for-profit contractor, cooperative, or in-house response resources that have been established in a geographic area to provide required response resources.

### Operating Area

The rivers and canals, inland, nearshore, Great Lakes, or offshore geographic location(s) in which a facility is handling, storing, or transporting oil.

### Operating Environment

Rivers and canals, inland, Great Lakes, or ocean. These terms are used to define the conditions in which response equipment is designed to function.

### Overhaul

A procedure following a fire whereby the area is examined for hidden fire and fire extension and the fire area is cleaned up.

## F.2 DEFINITIONS, CONTINUED

### **Owner or Operator**

Any person, individual, partnership, corporation, association, governmental unit, or public or private organization of any character.

### **Persistent Oil**

A petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this Appendix, persistent oils are further classified based on specific gravity as follows:

- Group II - specific gravity less than .85
- Group III - specific gravity between .85 and less than .95
- Group IV - specific gravity .95 to and including 1.0
- Group V - specific gravity greater than 1.0

### **Primary Response Contractor(s)**

An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil.

### **Qualified Individual(s)**

An English-speaking representative(s) of the facility identified in the plan, located in the United States, available on a 24-hour basis, familiar with implementation of the facility response plan, and trained in his or her responsibilities under the plan. This person must have full written authority to implement the facility's response plan. This includes:

- Activating and engaging in contracting with identified oil spill removal organization(s)
- Acting as a liaison with the predesignated Federal On-Scene Coordinator (FOCS)
- Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities

### **Regional Response Team**

The Federal Response Organization (consisting of representatives from selected Federal and State agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and providing advice to the FOSC in the event of a major or substantial spill.

### **Reid Vapor Pressure Method**

Method used by the American Society of Testing Materials to test vapor pressure. It is a measure of the volatility, or tendency to vaporize, of a liquid.

### **Responsible Party**

Any person, owner/operator, or facility that has control over an oil or hazardous substance immediately before entry of the oil or hazardous substance into the atmosphere or in or upon the water, surface, or subsurface land of the state.

### **Rivers and Canals**

A body of water confined within the inland area that has a projected depth of 12 feet or less, including the Intracoastal Waterway and other waterways artificially created for navigation.

## F.2 DEFINITIONS, CONTINUED

### **Skimmers**

Mechanical devices used to skim the surface of the water and recover floating oil. Skimmers fall into four basic categories (suction heads, floating weirs, oleophilic surface units, and hydrodynamic devices) which vary in efficiency depending on the type of oil and size of spill.

### **Slopoever**

An event that occurs when water is introduced into a tank of very hot liquid, causing the liquid to froth and spatter.

### **Small Discharge (EPA)**

Same as average most probable discharge.

### **Sorbents**

Materials ranging from natural products to synthetic polymeric foams placed in confined areas to soak up small quantities of oil. Sorbents are very effective in protecting walkways, boat decks, working areas, and previously uncontaminated or cleaned areas.

### **Spill Management Team**

The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

### **Spontaneous Ignition**

A fire that occurs without a flame, spark, hot surface, or other outside source of ignition.

### **Staging Areas**

Designated areas near the spill site accessible for gathering and deploying equipment and/or personnel.

### **State Emergency Response Commission (SERC)**

A group of officials appointed by the Governor to implement the provisions of Title III of the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA). The SERC approves the State Oil and Hazardous Substance Discharge Prevention and Contingency Plan and Local Emergency Response Plans.

### **Static Electricity**

Charges of electricity accumulated on opposing and usually moving surfaces having negative and positive charges, respectively. A hazard exists where the static potential is sufficient to discharge a spark in the presence of flammable vapors or combustible dusts.

### **Support Zone**

Same as cold zone, an area free of contaminants so that personal protection equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

### **Tornado Warning**

A tornado has been sighted.

### **Tornado Watch**

Conditions are favorable for tornados to form.



## F.2 DEFINITIONS, CONTINUED

### **Unified Command**

The method by which local, state, and federal agencies will work with the Incident Commander to:

- Determine their roles and responsibilities for a given incident
- Determine their overall objectives for management of an incident
- Select a strategy to achieve agreed upon objectives
- Deploy resources to achieve agreed-upon objectives

### **Warm (Contamination Reduction) Zone**

A buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.

### **Waste**

Oil or contaminated soil, debris, and other substances removed from coastal waters and adjacent waters, shorelines, estuaries, tidal flats, beaches, or marshes in response to an unauthorized discharge. Waste means any solid, liquid, or other material intended to be disposed of or discarded and generated as a result of an unauthorized discharge of oil. Waste does not include substances intended to be recycled if they are in fact recycled within 90 days of their generation or if they are brought to a recycling facility within that time.

### **Wildlife Rescue**

Efforts made in conjunction with federal and state agencies to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill.

# EMERGENCY RESPONSE ACTION PLAN

Last revised: December 19, 2013

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**RECORD OF CHANGES**

Changes to this Plan will be documented on this page. Plan review and modifications will be initiated and coordinated by the Environmental, Health, Safety, and Security Department (EHS&S) in conjunction with the Area Supervisor/Manager of Operations.

DATE OF CHANGE	DESCRIPTION OF CHANGE	PAGE NUMBER
12/19/2013	Section 3 Figure 3.1-3, Appedix A Figure A.2-3 and ERAP Figure 3-2	

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## **1.0 INTRODUCTION**

### **1.1 Purpose / Scope of Plan**

This St. Joseph Terminal Emergency Response Action Plan (ERAP) provides guidelines to assist in managing an emergency. The primary goal of this Plan is to provide tools to enable an efficient, coordinated, and effective response to emergencies.

The ERAP is not meant to replace common sense or actions not specifically described herein. Responders should continually evaluate the effectiveness of actions called for in this Plan and make the appropriate adjustments based on past experience and training.

This ERAP contains tactical response plans that identify site-specific potential response strategies. Response strategies, equipment and manpower requirements and site conditions are based on conditions that were present during site assessments. Actual conditions at the time of a response may vary significantly and may necessitate the need for a different strategy and/or equipment requirements. The strategies and equipment lists contained in this plan should be used as guidelines only.

This document is intended to satisfy the requirements of 29 CFR 1910.38(a)(2) and 1910.120(l)(2) (OSHA Emergency Response Plan and Emergency Action Plan) and 40 CFR Part 112.20 (EPA Emergency Response Action Plan). Cross references for these regulations are located in **APPENDIX E** of the Spill Response Plan.

### **1.2 Plan Review and Updating Procedures**

The ERAP will be reviewed and modified as appropriate to address new information.

Plan revisions will be numbered sequentially and entered on the Record of Changes Form. The change numbers, date, and description of change will also be entered on the form. These changes are then to be distributed to all plan holders on the Distribution List.

### **1.3 Facility Description**

The St. Joseph Terminal is located in Wathena, KS. The terminal stores and distributes refined products via truck or pipeline.

## **2.0 RESPONSE STEPS**

Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate or affected area of the incident. Incidents that do not pose a significant safety or health hazard to employees in the immediate vicinity and that can be controlled by employees in the immediate area or affected facility are not classified as emergencies that would invoke the emergency plan.



## 2.1 Fire and/or Explosion

**Your first consideration is always the safety of people in the immediate area, including your own.**

**The first responder's initial objective is site management.**

FIRE AND/OR EXPLOSION CHECKLIST	
TASK	INITIALS
<b>At a manned facility</b>	
Evaluate the situation; approach cautiously from upwind; do not rush in	
<b>Warnings, Notifications, and Evacuation:</b> <ul style="list-style-type: none"> <li>• Alert co-workers or others on-site; use alarm systems</li> <li>• Account for all personnel</li> <li>• Notify local police and fire departments (911), provide detailed information regarding material, product and equipment involved, wind direction</li> <li>• Notify the Qualified Individual and Operations Control</li> <li>• Notify the utility companies if on-site utilities, such as gas and electric, may be affected by the fire</li> </ul>	
<b>Site Control:</b> <ul style="list-style-type: none"> <li>• Account for all personnel; use an entry/exit log that includes names, company and time</li> <li>• Prepare evacuation routes and monitor incident for changes requiring evacuation</li> <li>• Keep outside personnel from entering the facility; enlist aid from law enforcement</li> <li>• Establish safety zones</li> <li>• Meet fire personnel at gate; have copy of emergency plans and data on affected tank(s)</li> <li>• Establish a safe media assembly area</li> </ul>	
<b>Fire Fighting:</b> <ul style="list-style-type: none"> <li>• Trained company personnel, firefighters, or fire and hazard control techs may attempt to extinguish the fire if it is in the incipient (early) stage and IF IT CAN BE DONE SAFELY; personnel should be prepared to evacuate if fire is beyond their capabilities to fight</li> <li>• If fire is too large for a Hazmat Tech to fight, the person sounding the alarm or making the phone call to 911 should stand by at a safe distance to direct the fire department and to keep personnel from entering the danger area</li> </ul>	
<b>Establish Command:</b> <ul style="list-style-type: none"> <li>• Establish Incident Command</li> <li>• Establish a Command Post and lines of communication; use radios and cell phones</li> <li>• Provide fire department with contact numbers or facility radio</li> <li>• Appoint a recorder</li> </ul>	
<b>Additional Resources:</b> <ul style="list-style-type: none"> <li>• Call in additional resources if on scene personnel and equipment are inadequate to handle the emergency</li> <li>• For tank fires or other large petroleum fires immediately contact               <ul style="list-style-type: none"> <li>• Air Monitoring contractors identified in <b>SECTION 3.0</b></li> <li>• Specialty Fire-fighting services identified in <b>SECTION 3.0</b></li> <li>• Oil Spill Removal Organizations (OSROs)</li> </ul> </li> </ul>	
Conduct a post-emergency evaluation and report	

## 2.1 Fire and/or Explosion, Continued

**Your first consideration is always the safety of people in the immediate area, including your own.**

**The first responder's initial objective is site management.**

FIRE AND/OR EXPLOSION CHECKLIST, CONTINUED	
TASK	INITIALS
<b>At an unmanned facility or on the pipeline right of way</b>	
Handle the call	
<b>Warnings and Notifications:</b> <ul style="list-style-type: none"> <li>• Notify local police and fire departments (911)</li> <li>• Notify the Qualified Individual and Operations Control</li> <li>• Notify the utility companies if on-site utilities, such as gas and electric, may be affected by the fire</li> <li>• Notify railroads or local emergency officials to halt traffic If roads or railroads are in the affected area</li> </ul>	
Go to the incident scene to evaluate the situation; approach cautiously from upwind; do not rush in	
<b>Site Control:</b> <ul style="list-style-type: none"> <li>• Account for all personnel</li> <li>• Prepare evacuation routes and monitor incident for changes requiring evacuation</li> <li>• Keep outside personnel from entering area – enlist aid from law enforcement</li> <li>• Establish safety zones</li> <li>• Meet fire personnel at scene; have copy of emergency plans and data on affected lines</li> </ul>	
<b>Valves and Controls:</b> <ul style="list-style-type: none"> <li>• If the fire/explosion is a result of a pipe rupture, isolate product release by closing valves outside the affected area</li> <li>• Stay in contact with Operations Control to update on valve closings</li> </ul>	
<b>Establish Command:</b> <ul style="list-style-type: none"> <li>• Establish Incident Command</li> <li>• Establish a Command Post and lines of communication -use radios and cell phones</li> <li>• Provide fire department with contact numbers</li> <li>• Appoint a recorder</li> </ul>	
<b>Additional Resources:</b> <ul style="list-style-type: none"> <li>• Call in additional resources if on-scene personnel and equipment are inadequate to handle the emergency</li> <li>• For tank fires or other large petroleum fires immediately contact               <ul style="list-style-type: none"> <li>• Air Monitoring contractors identified in <b>SECTION 3.0</b></li> <li>• Specialty Fire-fighting services identified in <b>SECTION 3.0</b></li> <li>• Oil Spill Removal Organizations (OSROs)</li> </ul> </li> </ul>	
Conduct a post-emergency evaluation and report	

## 2.2 Spill

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>First Person to Discover Spill</b>		
Take appropriate action to protect life and ensure safety of personnel. Contact the appropriate local emergency responders or request the office to do so.		
Obtain the information necessary to complete the Release/Spill Report Form (FIGURE 3-1) and phone this information to the Magellan Spill Reporting number to make appropriate regulatory notifications.		
Notify the Qualified Individual, and if necessary, the Operations Control Center.		
Immediately shutdown pipeline (if applicable). Remotely controlled motor operated valves will be closed by the Operations Center as soon as a leak is detected.		
Secure the scene: 1. Isolate the spill scene to assure the safety of people and the environment. Establish a SECURITY PERIMETER with barriers, roadblocks and fencing if possible. Keep non-essential personnel and onlookers outside the SECURITY PERIMETER. As soon as possible, assign security personnel to monitor roadblocks and other barriers, keep records of arriving responders, and to deny entry to unauthorized personnel. 2. Establish an EXCLUSION ZONE encompassing all free liquids, hazardous vapors, or any potential hazards such as fire or explosion. As soon as possible define the Hotline with a physical barrier (such as warning tape), and if possible upgrade the hotline to safety fencing as soon as materials are available. 3. All responders inside the SECURITY PERIMETER should wear high-visibility reflective vests for identification purposes. 4. Personnel should not be permitted to enter the EXCLUSION ZONE unless they are wearing appropriate PPE, and have been directed by the Incident Commander to cross the Hotline.		
<b>Qualified Individual</b>		
Assume role of Incident Commander until relieved.		
Conduct preliminary assessment of health and safety hazards.		
Evacuate non-essential personnel, notify emergency response agencies to provide security, and evacuate surrounding area (if necessary).		
Notify Local Emergency Responders, if necessary.		
Call out spill response contractors (FIGURE 3-2).		

## 2.2 Spill, Continued

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Qualified Individual, Continued</b>		
If safe to do so, direct facility responders to shut down potential ignition sources in the vicinity of the spill, including motors, electrical pumps, electrical power, etc. Keep drivers away from truck rack if spill occurs there.		
If safe to do so, direct facility responders to shut down and control the source of the spill. Be aware of potential hazards associated with product and ensure that lower explosive limits (LELs) are within safe levels before sending personnel into the spill area.		
For gasoline releases from a tank inside a diked area, it may be practical to transfer product out of a tank rather than letting the contents of the tank drain out inside the dike. In some circumstances tank motors and valves inside a dike may be used. If gravity feed is not an option.		
Conduct a hazard risk analysis before attempting operations. Consider: <ul style="list-style-type: none"> <li>• Motor operated valves are explosion proof</li> <li>• Tank pumps are not explosion proof but are generally sparkless</li> <li>• Air monitoring should be used to determine whether offensive actions can be conducted such as the use of non-explosion proof equipment.</li> <li>• Foam may be used to reduce vapors <ul style="list-style-type: none"> <li>• Applied foam should be monitored and reapplied if the foam blanket is disturbed or if indicated by air monitoring</li> </ul> </li> <li>• Tank starters should not be used if they are in a hazardous atmosphere</li> <li>• Submerged motors should not be used</li> <li>• Contacting a Magellan electrical SME in Engineering and Construction</li> </ul>		
If safe to do so, direct facility responders to stabilize and contain the situation. This may include berming or deployment of containment and/or sorbent boom.		
For low flash oil (<100°F); consider applying foam over the oil, using water spray to reduce vapors, grounding all equipment handling the oil, and using non-sparking tools.		
If there is a potential to impact shorelines, consider lining shoreline with sorbent or diversion boom to reduce impact.		
<b>Environmental Specialist</b>		
Notify appropriate regulatory agencies per the state reporting matrix, and update any significant changes (FIGURE 3-2).		
Send out initial release report to Company personnel.		
Work assigned role in spill management team, as needed.		
Contact environmental contractors, as needed.		
<b>Incident Commander/Qualified Individual</b>		
Activate all or a portion of Spill Management Team (SMT) (as necessary). Environmental Specialist will maintain contact with notified regulatory agencies.		

## 2.2 Spill, Continued

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Incident Commander/Qualified Individual, Continued</b>		
Ensure the SMT has mobilized spill response contractors (if necessary). It is much better to demobilize equipment and personnel, if not needed, than to delay contacting them if they are needed.		
Document all response actions taken, including notifications, agency/media meetings, equipment and personnel mobilization and deployment, and area impacted. (Refer to <b>SECTION 5</b> of the Spill Response Plan for documentation.)		
Initiate spill tracking and surveillance operations. Determine extent of pollution via surveillance aircraft or vehicle. Estimate volume of spill utilizing information in <b>SECTION 2.1.3</b> and <b>SECTION 2.1.4</b> of the Spill Response Plan. Send photographer / videographer, if safe.		
<b>SECONDARY RESPONSE ACTIONS</b> (Refer to SMT job descriptions in <b>SECTION 4.6</b> of the Spill Response Plan)		
<b>FACILITY SPECIFIC RESPONSE CONSIDERATIONS</b> (Refer to <b>SECTION 6</b> of the Spill Response Plan for maps and sensitivity information).		
<b>SITE SPECIFIC ACTIONS</b>		
<b>DOCUMENT ALL ACTIONS TAKEN</b>	<b>INITIALS</b>	
<b>First Priority</b>		
Account for all personnel and visitors.		
Identify and assess fire/safety hazards.		
<b>Second Priority</b>		
Secure spill source if possible.		
Assure all required notifications are conducted.		
Secure all drainage leading from facility.		
<b>Third Priority</b>		
Facility drainage and secondary containment will be adequate to contain a spill of small or medium size, thus preventing a release from reaching drainage ditch located 1000 to 1500 feet east of facility. Once the spill has been contained, resources are present at the facility to recover spilled product, safety permitting		
If unable to contain spill to facility property, refer to <b>SECTION 6.8</b> of the FRP or <b>SECTION 7.0</b> of the ERAP for location of the Culvert Blocking Strategy, 1000-1500 feet east of the Facility as shown in Tactical Worksite One		
Once deployment of response equipment has been completed, initiate recovery of product.		
Upon arrival of SMT, assure all information is accurate and complete prior to being released.		
Assure proper documentation has been completed from initial discovery of spill to finish; reference <b>SECTION 5</b> in the Spill Response Plan.		

## 2.2 Spill, Continued

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Cold Weather Response</b>		
<p>PPE is essential; use a layered approach</p> <ul style="list-style-type: none"> <li>• Base Layer - lightweight, snug fitting, and has the ability to wick perspiration away from the body (silk, polypropylene, etc.)</li> <li>• Mid Layer - insulating and wicking material (fleece, wool, microfiber, etc.)</li> <li>• Waterproof Outer Layer - wind proof, water repellant material, breathable (nylon, gore-tex, down, etc.)</li> <li>• Footwear - thin socks (nylon, silk, wool), heavier socks (wool), overboots (rubber, waterproof &amp; insulated)</li> <li>• Hand and Head Protection - layer with liners and waterproof shells as appropriate, 40-80% of heat loss is through the head (gore-tex, fleece, wool, down, etc.)</li> </ul> <p>Remember the COLD method; Clean (keep insulating layers clean), Overheating (adjust layers of clothing as needed), Loose Layers (wear several layers that don't impede circulation), Dry (stay dry, avoid cotton).</p>		
<p>Watch for signs of hypothermia (shivering, apathy, slurred speech, confusion, poor coordination and unconsciousness). Call for medical assistance if symptoms are present.</p>		
<p>If spill involves a water body, assess water body conditions including:</p> <ul style="list-style-type: none"> <li>• Location of release and product</li> <li>• Current and direction of movement (spill movement will be slower under ice)</li> </ul>		
<p>Conducting oil recovery operations on iced bodies of water can be dangerous. Only personnel or OSROs trained in cold weather response tactics should undertake this type of effort.</p>		
<p>Rules and Tactics for Ice recovery operations by trained and qualified personnel:</p> <ul style="list-style-type: none"> <li>• Always use a buddy system and wear harnesses when working on ice.</li> <li>• Do not stand over slotted ice.</li> <li>• Determine thickness of ice (A powered auger can be used to determine ice conditions). Note: River Ice will be less stable than Lake Ice.</li> <li>• Slotting involves cutting and removing ice blocks at a 30 degree angle to the current. The end of the slot should be wide enough to house an oil skimmer.</li> <li>• Slots should be cut with a slight "J" curve to provide current slow toward the shoreline recovery area.</li> <li>• Effective barriers can be installed by augering holes next to each other and installing plywood sheets to divert product to a sump area.</li> </ul>		

**2.2 Spill, Continued**

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>Cold Weather Response</b>		
Snow can absorb released product. Depending on the moisture content of the snow, it can act as a wick, pulling product away from the release site. Impacted snow can be addressed by techniques including: <ul style="list-style-type: none"><li>• Temporary storage in a side dump to reduce or eliminate any leakage from melting snow or product</li><li>• Stockpiling under a rack so melt water and product drain to a sump</li><li>• Using a "thawzall" heating system to melt snow stockpiled under a rack or in a side dump.</li></ul>		
Well-compacted snow lined with plastic can be used as a berming material.		
Employ standard spill response procedures, including: <ul style="list-style-type: none"><li>• Establish incident command.</li><li>• Making proper notifications.</li><li>• Identify and Isolate the source.</li><li>• Monitor weather conditions.</li><li>• Use appropriate PPE.</li><li>• Monitor vapors.</li><li>• Establish site control.</li></ul>		



## 2.3 Evacuation

EVACUATION CHECKLIST	
TASK	INITIALS
Request assistance from off-site agencies; convey Command Post's location	
Assemble personnel at predetermined safe location: upwind/up gradient of release (regrouping area)	
Account for Company and contractor personnel	
Assess casualties (number/type/location)	
Determine probable location of missing personnel	
Secure site, establish re-entry point and check-in/check-out procedures	
Develop list of known hazards (confined spaces, electrical hazards, physical hazards, vapors, oxygen deficiency, fire/explosion, etc.)	
Monitor situation (weather, vapors, product migration) for significant changes	
Assist in developing a Rescue Plan, if necessary	

## 2.3 Evacuation, Continued

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Stored material location	<ul style="list-style-type: none"> <li>• Located in oil storage area</li> <li>• Identified in facility Plot Plan (<b>SECTION 5.0</b>)</li> </ul>
Spilled material hazards	<ul style="list-style-type: none"> <li>• Hazard is fire/explosion</li> </ul>
Water currents, tides or wave conditions	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
Evacuation routes	<ul style="list-style-type: none"> <li>• Routes are summarized on Evacuation Plan Diagram (<b>FIGURE 5-2</b>)</li> <li>• Criteria for determining safest evacuation routes from facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid</li> </ul>
Alternate evacuation routes	<ul style="list-style-type: none"> <li>• Alternate routes may exist; refer to Evacuation Plan Diagram (<b>FIGURE 5-2</b>)</li> </ul>
Injured personnel transportation	<ul style="list-style-type: none"> <li>• Emergency vehicles can be mobilized to the facility</li> </ul>
Alarm/Notification system location	<ul style="list-style-type: none"> <li>• Air horn will be used as notification of an emergency situation</li> <li>• One three-second blast = emergency constituting evacuation of location</li> <li>• Three one-second blasts = emergency constituting going to a designated weather shelter</li> </ul>
Community evacuation plans	<ul style="list-style-type: none"> <li>• Company may request local police, county sheriff and/or state police assistance. Community evacuations are the responsibility of these agencies.</li> </ul>
Spill flow direction	<ul style="list-style-type: none"> <li>• Follow drainage route to the south from the facility</li> <li>• Identified in facility drainage diagram (<b>FIGURE 5-1</b>)</li> </ul>
Prevailing wind direction and speed	<ul style="list-style-type: none"> <li>• Prevailing winds are from the south at approximately 10 mph</li> <li>• Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction</li> </ul>
Emergency personnel/response equipment arrival route	<ul style="list-style-type: none"> <li>• Fire trucks/ambulances/response equipment would likely arrive via Hwy 36 to Vernon Road</li> <li>• Directions to nearest medical facility provided below</li> </ul>

## 2.3 Evacuation, Continued

EVACUATION FACTORS, CONTINUED	
FACTOR	DESCRIPTION
Centralized check-in area	<ul style="list-style-type: none"> <li>All employees and contractors report to the facility entrance on Hwy 36 for head count</li> <li>Supervisor is responsible for head count</li> </ul>
Mitigation Command Center location	<ul style="list-style-type: none"> <li>Initial Command Center located at Facility Main Office</li> <li>Mobile Command Posts may be established as necessary</li> </ul>
Facility Shelter Location	<ul style="list-style-type: none"> <li>The main office may be used for temporary shelter during inclement weather</li> <li>Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather</li> </ul>
Directions to nearest medical facility	<p>Directions to Heartland East Hospital :</p> <ul style="list-style-type: none"> <li>Travel east 9.9 miles on US-36 to South Riverside Road</li> <li>Travel north 1.4 miles on South Riverside Road to Faraon Street</li> <li>Turn onto Faraon Street northwest 0.3 miles to hospital</li> </ul>

ALARM DESIGNATION	ALARM DESCRIPTION (Audio and Visual Signals)	ANNOUNCEMENTS (Public Address or Intercom)	IMMEDIATE ACTIONS (Non-Emergency Personnel)
Facility Evacuation	One three-second blast = emergency constituting evacuation of location	Details and instructions provided as necessary via PA System.	Follow established Evacuation Procedures (SECTION 7).

## 2.4 Medical

MEDICAL CHECKLIST	
TASK	INITIALS
Summon Emergency Medical Services (EMS) to the scene	
Do not move the patient unless a situation (such as a fire) threatens their life	
If trained, provide first aid until the EMS arrives at the scene	
As the situation warrants, try to stop the bleeding and keep the patient breathing until the EMS arrives at the scene	
The rescuer's role includes: <ul style="list-style-type: none"><li>• Removing the patient from any situation threatening their life or the lives of rescuers</li><li>• Correcting life-threatening problems and immobilizing injured parts before transporting the patient</li><li>• Transporting the patient in a way that minimizes further damage to injured parts</li><li>• Administering essential life support while the patient is being transported</li><li>• Observing and protecting the patient until medical staff can take over</li><li>• Administering care as indicated or instructed</li></ul>	

## 2.5 Tornado

TORNADO CHECKLIST	
TASK	INITIALS
Use television or radio to monitor news weather reports	
When a tornado warning is issued, sound the local alarm	
<b>Tornado Watch:</b> <ul style="list-style-type: none"> <li>• Tornado watch means conditions are favorable for tornadoes</li> <li>• Monitor television, radio or weather alert radio reports for approaching storms</li> <li>• Be prepared to take action if the watch is upgraded to a warning</li> <li>• Pre-Identify facility shelter locations               <ul style="list-style-type: none"> <li>• Sturdy building</li> <li>• Bottom floor</li> <li>• Innermost room with the maximum number of walls between occupants and outside</li> <li>• Minimum number of windows</li> </ul> </li> </ul>	
<b>Tornado Warning:</b> <ul style="list-style-type: none"> <li>• Tornado warning means a tornado has been sighted. A warning may come from emergency officials but may also come from facility personnel who site a funnel formation and hear a roar similar to a jet engine               <ul style="list-style-type: none"> <li>• <b>People in its path should take shelter immediately</b></li> </ul> </li> <li>• Sound the local alarm</li> <li>• Have location personnel report to a designated shelter area</li> <li>• Consider shutting down operations if it can be done safely</li> <li>• Account for all personnel</li> <li>• Take shelter; under furniture using arms to protect head and neck</li> </ul>	
<b>After High Winds or Tornadoes:</b> <ul style="list-style-type: none"> <li>• Account for all personnel; check for injuries and contact emergency medical assistance, if needed</li> <li>• Evaluate the facility</li> <li>• Use caution when entering damaged buildings</li> <li>• Check for down power lines</li> <li>• Update Operations Control and the Qualified Individual/Supervisor</li> </ul>	
Perform Initial Response Actions functions as stated in <b>FIGURE 2-1</b> of the Spill Response Plan	
Conduct post-emergency evaluation and report	

## 2.6 Flood

FLOOD CHECKLIST	
TASK	INITIALS
Perform continuous monitoring of the situation by listening to radio and/or television reports. Consider utilizing your local LEPC contacts	
Flood watch means flooding is possible	
Flood warning means flooding is occurring or is imminent	
Update the Qualified Individual/Supervisor, Management, Commercial and Operations Control when flooding is imminent	
Consider preparing a site specific shutdown procedure prior to the actual flooding event and share this information with location personnel. Use a site specific shutdown procedure when flooding is imminent.	
Pre-establish an evacuation plan and action levels for executing shutdown and evacuation (SECTION 2.3)	
Take preliminary actions to secure the facility before flooding and mandatory evacuation	
Forecast staffing requirements and plan accordingly.	
Consider obtaining the following services early in the process to ensure availability <ul style="list-style-type: none"> <li>• Sandbags</li> <li>• Portable pumps and hoses</li> <li>• Power generators</li> </ul>	
Remove product from underground storage tanks (i.e., sumps and separators, if applicable) and replace with water to prevent them from floating out of the ground	
Consult with the Tank SME to determine minimum product (or water) fill height necessary to prevent storage tanks from floating.	
Keep at least a normal bottom in all above ground tankage, more if possible	
If time allows, consider removing pumps and motors that may be affected by a flood Plug all rack drains and facility drains connected to the sump	
Anchor, move or otherwise protect all bulk additive tanks, fuel barrels, empty drums, and propane tanks (if applicable)	
Monitor locations of 30 day retention samples and gasoline cans	
Remove all vehicles from potential flood area	
Maintain contact with OSROs before and during flooding conditions	
Continually update Qualified Individual/Supervisor, Management, Commercial and Operations Control on facility status	
Back up computer files	
Remove or move to higher elevation assets such as files, computers, and spare parts	
Communicate potential for shutting off high voltage power and natural gas lines to energy providers	
Close all valves on product and additive storage tanks	
Before evacuation, know where all the employees or contractors will be residing and obtain phone numbers so they can be contacted if additional emergencies occur	
Have Personal Flotation Devices available if necessary	
Conduct a post-emergency evaluation and report	
Maintain hazards awareness: <ul style="list-style-type: none"> <li>• Structural damage</li> <li>• Downed power lines</li> <li>• Leaking natural gas, water, and sewer lines</li> <li>• Poisonous snakes and other wildlife sheltering in structures, vehicles, and furniture</li> <li>• Avoid direct contact with flood water, mud, and animal carcasses</li> </ul>	

**2.7 Ice/Snow Storm**

ICE/SNOW STORM CHECKLIST	
TASK	INITIALS
Monitor news and weather reports on television or the radio	
Alert co-workers or others on-site that severe weather is approaching	
Be aware of the dangers posed by ice and snow falling from equipment	
Be aware of product release danger posed by ice falling on exposed piping	
Monitor ice and snow accumulation on tanks	
Obtain snow or ice removal equipment	
Obtain generators, if necessary to re-power facilities	
Use cold weather response techniques when responding to product spills as released product may flow under ice or snow	
Establish and maintain communication with personnel in remote areas	
Ensure that vehicles have a full tank of gas and are functioning (heater, windshield wipers, etc.)	
Consider limiting vehicle traffic	
Obtain fresh water supplies	
Notify the supervisor/Qualified individual and Operations Control if the facility loses power or is otherwise unable to operate	



## 2.8 Bomb Threat

BOMB THREAT CHECKLIST	
TASK	INITIALS
Handle the call	
Treat the threat as real, <b>safeguard life</b>	
Maintain a log to record all events <ul style="list-style-type: none"> <li>• Begin with the receipt of the threat and continue until the episode is finished with all areas secure</li> <li>• The log should include the names of agencies and individuals contacted and the time, date and action taken or requested</li> </ul>	
All evidence in conjunction with the threat should be retained and preserved	
Keep the caller on the line; ask the following questions: <ul style="list-style-type: none"> <li>• When is the bomb going to explode?</li> <li>• Where is the bomb right now?</li> <li>• What kind of bomb is it?</li> <li>• What will cause it to explode?</li> <li>• Why?</li> </ul>	
Listen for any background sounds	
Listen for any distinguishing characteristics of the caller's voice	
If a caller ID number does not appear on the phone, after the caller hangs up, pick up the receiver, listen for the dial tone, dial *57 and write down the caller ID number that appears on the phone. Note: This may not function on all phone systems	
Evacuate the premises	
Notify the police (911)	
If a detonation occurs, refer to <b>SECTION 2.3</b>	
Conduct a post-emergency evaluation and report	
<p><b>Do not use radios within 1,000 feet of an area that may contain a bomb.</b></p> <p><b>Do not turn on/off lights or use other electrical switches.</b></p>	

## **2.9 Hurricane Preparedness**

Not applicable at this facility.

## 2.10 FLAMMABLE VAPOR CLOUD RELEASE RESPONSE ACTION CHECKLIST

Not applicable at this facility.

## 2.11 HYDROGEN SULFIDE (H<sub>2</sub>S) RELEASE

Not applicable at this facility.

## 2.12 EARTHQUAKE CHECKLIST

SPECIFIC RESPONSE ACTIONS	COMMENTS
Operations Control will follow their own procedures.	
<b>Inside a building:</b>	
Do not attempt to leave the building. You are much safer inside the building until the shaking stops.	
Move away from windows, tall fire cabinets, and other things that could fall on or crush you.	
Do not try to stand in the doorway. Doors are heavy and can cause damage when they swing during an earthquake.	
Drop to the floor, find cover and hold on. Shelter yourself by getting under a table or desk.	
Protect yourself by putting your head as close to your lap as possible, or kneel down and protect your head.	
Remain calm. Major earthquakes generally last less than 60 seconds.	
<b>Outside a building:</b>	
Seek protection away from buildings. Falling glass, power lines, trees and debris can be very hazardous.	
Drop to the ground and stay there until the shaking stops	
<b>After an Earthquake:</b>	
Wait in your safe place until the shaking stops, then check for injuries and account for all employees	
Move carefully and watch out for hazards and debris	
Be prepared for aftershocks.	
Exit and stay out of damaged buildings. Damaged buildings may be destroyed during an aftershock.	
Be aware of the potential for fires. Broken fuel lines, gas lines and damaged electrical lines can create fire hazards. Damaged hot water heaters can be the source of potential fires.	
Once it is safe to do so, contact Supervisory personnel and the Operations Control Center to advise them of your location and report the earthquake.	
Conduct a thorough facility assessment. Take appropriate actions if necessary as outlined in Spill Response (SECTION 2.2), Fire (SECTION 2.1) Medical (SECTION 2.4) and Evacuation (SECTION 2.3).	

## 2.13 AIR MONITORING CHECKLIST

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Use of Monitor</b> <ul style="list-style-type: none"> <li>Follow manufacturer's procedure and SIP for testing and operating an electric air monitor.</li> <li>Sustained readings are those readings sustained for over 1 minute of continuous instrument operation.</li> </ul>	
<b>Facility Air Monitoring</b>	
<b>Initial Monitoring of Release Site</b> <ul style="list-style-type: none"> <li><b>WARNING:</b> Do not enter hot zone without proper PPE. Use the air monitor and this checklist to establish the hot (hazardous) and cold (safe) zones.</li> <li>Do not enter IDLH atmospheres.</li> <li>Head towards the release site from upwind. Identify alternate routes of escape and any potential ignition sources such as motor vehicles.</li> <li>Continually monitor as nearing release site.</li> <li>Establish working parameters. Action levels for specific substances are:               <ul style="list-style-type: none"> <li>Benzene - 1 ppm</li> <li>H<sub>2</sub>S - 10 ppm</li> <li>NH<sub>3</sub> - 25 ppm</li> <li>VOC - 25 ppm</li> <li>LEL - 10%</li> </ul> </li> <li>Once the zones are properly identified,               <ul style="list-style-type: none"> <li>Evacuate personnel within hot zone that are without proper PPE.</li> <li>Keep unauthorized personnel away from the area.</li> <li>Clearly mark hot zone boundaries with physical barrier – e.g. barrier tape, snow fence, signs, ropes, etc.</li> <li>Recheck zones within the first hour to determine if levels require redefining zones and need for air monitoring program.</li> </ul> </li> <li>If vapors are above action levels or threaten to be above action levels (wind is pushing vapors) in occupied areas such as offices, buildings, truck rack or outside the facility perimeter.               <ul style="list-style-type: none"> <li>Evacuate affected areas or use proper PPE as appropriate.</li> <li>Establish facility perimeter monitoring to ensure vapors are not migrating outside the facility.</li> </ul> </li> <li>If readings continue for greater than 1 hour               <ul style="list-style-type: none"> <li>Establish an air monitoring program in accordance with this checklist and review with Safety Specialist.</li> <li>Work with Emergency Agencies to establish action levels for readings outside the facility perimeter.</li> </ul> </li> </ul>	
<b>Facility Perimeter Monitoring</b> <ul style="list-style-type: none"> <li>If sustained readings are obtained at the perimeter fenceline.               <ul style="list-style-type: none"> <li>Conduct air monitoring downwind until sustained non-detect readings are obtained</li> <li>Document the value and location of sustained non-detect readings.</li> </ul> </li> <li>If readings are detected at nearby roadways               <ul style="list-style-type: none"> <li>LEL - 10% or greater</li> <li>H<sub>2</sub>S - 5 ppm</li> <li>NH<sub>3</sub> - 12 ppm</li> <li>Request Fire Department response and discuss readings with Emergency Responders who will decide if they need to close roads.</li> <li><b>NOTE:</b> Different monitoring parameters are appropriate at roadways given the momentary presence of passing vehicles.</li> </ul> </li> </ul>	

## 2.13 AIR MONITORING CHECKLIST, CONTINUED

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Facility Air Monitoring, Continued</b>	
<ul style="list-style-type: none"> <li>• If readings are detected in nearby communities (residential, commercial, or retail)               <ul style="list-style-type: none"> <li>• LEL - 10%</li> <li>• Benzene - 1 ppm</li> <li>• H<sub>2</sub>S - 1 ppm</li> <li>• NH<sub>3</sub> - 2 ppm</li> <li>• Request Fire Department response and discuss readings with Emergency Responders.</li> </ul> </li> <li>• If readings are anticipated to continue for greater than 1 hour               <ul style="list-style-type: none"> <li>• Contact local air monitoring contractor or spill contractor with air monitoring capabilities.</li> <li>• Establish an air monitoring program in accordance with this checklist and review with Safety Specialist</li> <li>• Work with Emergency Agencies to establish action levels for readings</li> </ul> </li> <li>• If readings are anticipated to continue greater than 1 day               <ul style="list-style-type: none"> <li>• Contact local and national air monitoring contractor – (Note: national air monitoring contractor has a 6 hour response time).</li> <li>• Use local air monitoring contractor until national air monitoring contractor arrives.</li> <li>• Establish an air monitoring program in accordance with this checklist.</li> <li>• Provide data to Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>• Continue air monitoring program until no sustained readings are detected outside the perimeter.</li> </ul>	
<b>Pipeline Corridor &amp; Right-of-Way Air Monitoring</b>	
<b>Initial Monitoring of Release Site</b>	
<ul style="list-style-type: none"> <li>• <b>WARNING:</b> Do not enter hot zone without proper PPE. Use the air monitor and this checklist to establish the hot (hazardous) and cold (safe) zones.</li> <li>• Do not enter IDLH atmospheres.</li> <li>• Head towards the release site from upwind. Identify alternate routes of escape and any potential ignition sources such as motor vehicles.</li> <li>• Continually monitor as nearing release site from upwind</li> <li>• Establish zones and working parameters. Action levels for specific substances are:               <ul style="list-style-type: none"> <li>• Benzene - 1ppm</li> <li>• H<sub>2</sub>S - 10ppm</li> <li>• NH<sub>3</sub> - 25ppm</li> <li>• VOC - 25ppm</li> <li>• LEL - 10%</li> </ul> </li> <li>• Once the zones are properly identified, evacuate persons within hot zone that are without proper PPE.</li> <li>• If sustained readings are obtained at the edge of right-of-way               <ul style="list-style-type: none"> <li>• Conduct air monitoring downwind until sustained non-detect readings are obtained.</li> </ul> </li> <li>• If readings are detected at nearby roadways               <ul style="list-style-type: none"> <li>• LEL - 10% or greater</li> <li>• H<sub>2</sub>S - 5ppm</li> <li>• NH<sub>3</sub> - 12 ppm</li> <li>• Request Fire Department response and discuss readings with Emergency Responders who will decide if they need to close roads.</li> <li>• NOTE: Different monitoring parameters are appropriate at roadways given the momentary presence of passing vehicles.</li> </ul> </li> <li>• If readings are detected in nearby communities               <ul style="list-style-type: none"> <li>• LEL - 10%</li> <li>• Benzene - 1ppm</li> <li>• H<sub>2</sub>S - 1ppm</li> <li>• NH<sub>3</sub> - 2ppm</li> <li>• Request Fire Department/Health Department response and discuss readings with Emergency responders who will decide on best response technique.</li> </ul> </li> </ul>	



## 2.13 AIR MONITORING CHECKLIST, CONTINUED

Air Monitoring Checklist - Facility and Right of Way	
TASK	INITIALS
<b>Pipeline Corridor &amp; Right-of-Way Air Monitoring, Continued</b>	
<ul style="list-style-type: none"> <li>● Recheck zones within the first hour to determine if levels require redefining zones and need for air monitoring program.</li> <li>● If readings are anticipated to continue for greater than 1 hour.               <ul style="list-style-type: none"> <li>● Contact local air monitoring contractor or spill contractor with air monitoring capabilities.</li> <li>● Establish an air monitoring program and review with Safety Specialist.</li> <li>● Work with Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>● If readings are anticipated to continue greater than 1 day               <ul style="list-style-type: none"> <li>● Contact local and national air monitoring contractor – (Note: national air monitoring contractor has a 6 hour response time).</li> <li>● Use local air monitoring contractor until national air monitoring contractor arrives.</li> <li>● Establish an air monitoring program.</li> <li>● Provide data to Emergency Agencies to establish action levels for readings.</li> </ul> </li> <li>● Continue air monitoring program until no sustained readings are detected outside the right of way.</li> </ul>	
<b>Tank Fires</b>	
<b>Tank Fires</b> <ul style="list-style-type: none"> <li>● Immediately establish air monitoring program.</li> <li>● Immediately contact local and national air monitoring contractors.</li> <li>● Establish community and worker safety air monitoring programs.</li> </ul>	
<b>Air Monitoring and National Contractors</b>	
<b>Air Monitoring Program</b> <ul style="list-style-type: none"> <li>● Use local personnel unless additional resources are required.</li> <li>● Use tested monitors.</li> <li>● Test storm sewers and sanitary sewers (either within the facility or along the right-of-way) that may be affected, upwind, downwind, uphill and downhill of release site.               <ul style="list-style-type: none"> <li>● Use marking paint on sewer covers, track manhole covers and readings on map.</li> </ul> </li> <li>● Identify ignition sources and monitor.</li> <li>● Have contractor assume monitoring function upon arrival.</li> <li>● Documentation provided to Safety Officer or Incident Commander:               <ul style="list-style-type: none"> <li>● Name of personnel conducting monitoring,</li> <li>● Description or name of air monitoring instrument,</li> <li>● Location of all readings,</li> <li>● Time stamp of all readings, and</li> <li>● All readings shown or indicated (regardless of value) on air monitor.</li> </ul> </li> <li>● Incident Commander shall provide air monitoring data to Emergency Agencies in order to establish action levels for readings.</li> </ul>	
<b>National Contractor Capabilities</b> <ul style="list-style-type: none"> <li>● Community air monitoring</li> <li>● Worker safety air monitoring</li> <li>● 6-hour response time</li> <li>● Initial team of 6-7 responders</li> <li>● Remote weather station</li> <li>● Wireless air monitoring</li> <li>● GPS linked air readings</li> <li>● Real time plume modeling</li> </ul>	

## 3.0 NOTIFICATIONS

FIGURE 3-1 - RELEASE/SPILL REPORT FORM


Call Magellan Spill Reporting at 1-877-852-0015 to report all releases (suspected or confirmed)							
Is this a drill: <input type="text"/>		Type of Drill: <input type="text"/>					
Reporter's Name: <input type="text"/> <small>Please provide the correct spelling</small>		Report Time: <input type="text"/>					
Phone Number: <input type="text"/>		Job Title: <input type="text"/>					
Date Release Occurred:							
Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>	State <input type="text"/>				
Material: <input type="text"/>	Estimated Released <input type="text"/>		0 (gallons)				
CHRIS Code <input type="text"/>	Estimated Discharge to Water <input type="text"/>		0 (gallons)				
*Released to: <input type="text"/>	Estimated Free Liquids Recovered <input type="text"/>		0 (gallons)				
	Estimated Amount Recovered Soil <input type="text"/>		0 (gallons)				
	Estimated Total Amount Recovered <input type="text"/>		0 (gallons)				
Define Other: <input type="text"/>	Estimated Amount Not Recovered <input type="text"/>		0 (gallons)				
<small>Note: *For a release to be contained inside of a "dike" it must be a permanent dike designed specifically to contain releases.</small>							
Was maintenance being performed at the time of the incident? <input type="text"/>				Intentional Blowdown? <input type="text"/>			
Release Reportable? <input type="text"/>		Waterway Affected? <input type="text"/>		Waterway Name: <input type="text"/>			
Report	Date	Number	Time	Name	Title	City	State
NRC <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SERC <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Was a written report requested?		Time Frame <input type="text"/>		Days <input type="text"/>	
TNRCC <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If a written report is requested, do not provide it. Contact Environmental Specialist.							
LEPC <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facility Name Release Occurred: <input type="text"/>				Facility Type: <input type="text"/>			
Did release occur on loading rack or non-breakout tank/piping? <input type="text"/>				If yes, Ignore Pipeline Information			
AND/OR							
Pipeline Name Release Occurred: <input type="text"/>							
Pipeline Interstate Asset? <input type="text"/>							
Incident Description: (Include details of container type, and facility and container volumes in gallons, and the distance and direction from the nearest city in miles and degrees)							
Response Actions:							
Impact: (Include description of the medium affected and any relevant additional information; and in addition, provide the details of any evacuations, including the number of persons evacuated)							

FIGURE 3-1 - RELEASE/SPILL REPORT FORM, CONTINUED

Call Magellan Spill Reporting at 1-877-852-0015 to report all releases (suspected or confirmed)					
Release Discovered by:				Discover Time:	
Release Verified:		Verification Time:		Release Stop Time:	
BU:		District:		Area:	
Area Supervisor:		Asset Integrity Contact: (COM/Maint Supervisor)			
Address of Release:			City:		
Nearest City:		County:		Zip Code:	
Caller's E-mail Address:			Provide spelling of e-mail address.		
Pipeline Address:					
Section		Township		Range	
				Milepost	
				Tract #	
		Latitude		Longitude	
Engineering Stationing Number:					
Origin of Release:					
Cause (pre-investigation) Check all that apply:					
<input type="checkbox"/> Third Party Damage	<input type="checkbox"/> Human Error - Contractor	<input type="checkbox"/> Equipment Failure			
<input type="checkbox"/> Internal Corrosion	<input type="checkbox"/> Human Error - Company Personnel	<input type="checkbox"/> Unknown			
<input type="checkbox"/> External Corrosion	<input type="checkbox"/> Human Error - Driver	<input type="checkbox"/> Other			
<input type="checkbox"/> Natural Forces	<input type="checkbox"/> Pipe or Weld Failure - Other than Corrosion				
Did weather affect the release in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain:					
Temp		Relative Humidity		Precipitation:	
Cloud Cover		Wind Speed		Wind Direction:	
Injury		Fire		Fatality	
				Explosion	
				Unconsciousness	
Injury Requiring Hospitalization?			Significant News Coverage:		
Incident Classification:			Loss/Damage Estimate:		
Loss and damage estimate should include all costs associated with clean-up (maintenance, cleanup, product loss).					
Environmental Contact for release:					
Safety Contact for this release:					
Form completed by:			Completion Date:		
Latest revision date for form		06/16/08		Magellan Midstream Partners, L.P. One Williams Center, P.O. Box 3102 Tulsa, OK 74172	
Replaces previous revision date		02/20/04			

**FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS**

\*24 Hour Number

FACILITY RESPONSE TEAM		
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)
Jon Jacobs Supv Area Qualified Individual	913/310-7721 (Office) 816/781-1040 (Home) 913/626-8973 *(Mobile)	0.50
Henry Henderson Operator USW	785/989-3448 (Office) 816/364-2426 (Home) 816/387-1182 *(Mobile)	0.50
Owen Worstell Operator USW	785/989-3448 (Office) 816/809-7316 *(Mobile)	0.75
Thomas Smith Technician II	785/989-3448 (Office) 816/244-5980 (Home) 816/244-1146 *(Mobile)	0.30
Kenny Allen Technician II	816/244-7412 (Office) 816/729-9010 (Home) 816/244-7412 *(Mobile)	1.0
Harry Wilhoit Technician Sr Qualified Individual	816/675-2210 (Office) 816/225-8274 *(Mobile) (800) 443-7243 ID# 002595 (Pager)	

Refer to **APPENDIX A, FIGURE A.2-3** of the Spill Response Plan for personnel training records. Refer to **FIGURE 1-1** of the Spill Response Plan for last date revised.

FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

\*24 Hour Number

EMERGENCY RESPONSE PERSONNEL						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE <sup>1</sup>		
				1	2	3
Kevan Heil Supv Area Qualified Individual	913/647-8407 (Office) 816/229-7406 (Home) 816/769-1133 *(Mobile)	0.67	Spill Management Team	x	x	x
John Riley Supv Area Qualified Individual	515/276-0627 (Office) 515/229-0555 (Home) 515/229-0555 *(Mobile)	5	Spill Management Team	x	x	x
Rick Bondy Supv Environmental	918/574-7363 (Office) 918/494-6094 (Home) 918/629-8207 *(Mobile)	12	SMT Coordinator	x	x	x
Paul Shive Supv Area Qualified Individual	319/354-0253 (Office) 319/626-3239 (Home) 319/321-4390 *(Mobile)	4	Spill Management Team	x	x	x
Steven Steward Supv Area Qualified Individual	515/261-6604 (Office) 515/265-4860 (Home) 515/306-0276 *(Mobile)		Spill Management Team	x	x	x
Timothy Powers Supv Area Qualified Individual	573/443-1619 (Office) 573/447-1182 (Home) 573/881-1922 *(Mobile)		Spill Management Team	x	x	x
Jeffrey Myers Mgr Operations I Qualified Individual	913/310-7730 (Office) 913/856-7532 (Home) 816/807-2477 *(Mobile)		Spill Management Team	x	x	x
Jon Jacobs Supv Area Qualified Individual	913/310-7721 (Office) 816/781-1040 (Home) 913/626-8973 *(Mobile)	0.50	Spill Management Team	x	x	x
Bradley Sandy Supv Asset Integrity II Qualified Individual	515/261-6610 (Office) 515/229-0554 (Home) 515/229-0554 *(Mobile)		Spill Management Team	x	x	x
Greg Tarr Supv Asset Integrity II Qualified Individual	913/647-8422 (Office) 816/223-6196 (Home) 816/223-6196 *(Mobile)		Spill Management Team	x	x	x
EMERGENCY RESPONSE TRAINING TYPE						
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A of the Spill Response Plan for training dates.

**FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

<b>EMERGENCY RESPONSE PERSONNEL</b>						
<b>NAME/TITLE</b>	<b>PHONE NUMBER</b>	<b>RESPONSE TIME (hours)</b>	<b>RESPONSIBILITY DURING RESPONSE ACTION</b>	<b>RESPONSE TRAINING TYPE<sup>1</sup></b>		
				<b>1</b>	<b>2</b>	<b>3</b>
Greg Peck Safety Specialist	918/574-7719 (Office) 913/972-1123 *(Mobile)		Spill Management Team	x	x	x
Brian Sieben Environmental Specialist Sr	913/310-7731 (Office) 913/947-7206 (Home) 913/940-1597 *(Mobile)		Spill Management Team	x	x	
Bruce Heine Dir Government & Media Affairs	918/574-7010 (Office) 918/298-4866 (Home) 918/645-8989 *(Mobile)	12	Spill management team - media relations	x	x	
Rodger Teasdale Supv Area Qualified Individual	515/261-6603 (Office) 515/962-9069 (Home) 515/422-3261 *(Mobile)		Spill Management Team	x	x	x
<b>EMERGENCY RESPONSE TRAINING TYPE</b>						
<b>TYPE</b>	<b>DESCRIPTION</b>					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A of the Spill Response Plan for training dates.

**FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

<b>EMERGENCY RESPONSE CONTRACTORS</b>						
<b>NAME/TITLE</b>	<b>PHONE NUMBER</b>	<b>RESPONSE TIME (hours)</b>	<b>RESPONSIBILITY DURING RESPONSE ACTION</b>	<b>RESPONSE TRAINING TYPE<sup>1</sup></b>		
				<b>1</b>	<b>2</b>	<b>3</b>
Bay West	(800) 279-0456*	0	Containment and Recovery Operations	x		
Haz-Mat Response, Inc.	(800) 229-5252*	2	Containment and Recovery Operations	x	x	
Acme Products Co.	(918) 836-7184*	3.5	Emergency Response, spill cleanup	x		
<b>EMERGENCY RESPONSE TRAINING TYPE</b>						
<b>TYPE</b>	<b>DESCRIPTION</b>					
1	29 CFR 1910.120 HazWoper					
2	OPA (Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

NOTE: Refer to APPENDIX A of the Spill Response Plan for training dates.



FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Initial</b>		
3E (MSDS only)	1-800-451-8346	
Magellan Spill Reporting	(877) 852-0015*	
National Response Center (NRC)	(800) 424-8802* (202) 267-2675*	
<b>Recommended</b>		
<b>Federal Agencies</b>		
American Red Cross - Disaster Operations Center (Optional notification for assistance with relocation, disaster relief, etc)	(202) 303-5555*	
U.S. Environmental Protection Agency, Region VII	(913) 281-0991* (Spill Line)	
<b>State Agencies</b>		
Kansas Department of Health and Environment	(785) 296-1679* 316-337-6020	
Kansas Division of Emergency Management (SERC)	(785) 274-1911 (785) 296-3176* (Pager of Staff on Duty)	
Kansas State Fire Marshall	(785) 296-3401	
<b>Local Agencies</b>		
Doniphan Co. LEPC	(785) 985-2229	
<b>Police Departments</b>		
Doniphan Co. Sheriff Department	(785) 985-3711* 911 913-985-3543	
<b>Emergency Medical Services</b>		
Atchison Community Hospital	(913) 367-2131	
Heartland Regional Medical Center	(816) 271-6000*	
<b>Service Providers</b>		
Kansas City Maintenance Crew Kansas City, KS	(913) 647-8422	
<b>USCG Classified OSRO's</b>		
Acme Products Co. Tulsa, OK	(918) 836-7184*	
Bay West St. Paul, MN	(800) 279-0456*	

FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended , Continued</b>		
<b>USCG Classified OSRO's</b>		
Haz-Mat Response, Inc. Olathe, KS	(800) 229-5252*	
<b>Newspaper</b>		
Atchison Daily Globe	(913) 367-0583	
Kansas Chief	(785) 985-2456	
St. Joseph News Press	(816) 271-8500	
Wathena Times	(785) 989-4415	
<b>Radio Stations</b>		
CJKC	(913) 596-1172	
KAIR	(913) 367-1470	
<b>Television Stations</b>		
KCPT	(816) 756-3580	
KCTV (Channel 5)	(913) 677-5555	
KCWE	(816) 221-2900	
KQTV (Channel 2)	(816) 364-2222	
KTAJ	(816) 364-1616	
<b>Weather</b>		
National Weather Service (Topeka, KS)	(785) 234-2592	
<b>Air monitoring</b>		
Center for Toxicology & Environmental Health	1-866-869-2834* (501) 801-8500	
<b>Aviation Companies</b>		
Express Flight (St. Joseph, MO)	(816) 233-3444	

FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended , Continued</b>		
<b>Aviation Companies</b>		
Kansas City Aviation (Olathe, KS)	(913) 782-0530	
<b>Diving Companies</b>		
Central States Underwater Kansas City, KS	(913) 262-2155 (Office)	
<b>Excavation Contractors</b>		
Barber Sewer and Ditching Brian Barber (Gladstone, MO)	(816) 436-0080* (Office) (816) 223-9007 (Mobile) (816) 792-5350* (E.R.)	
Exco Excavating (Mt. Vernon, IA) Cliff Haughland	(319) 895-8823 (319) 350-1838 (Mobile) (319) 298-8510 (Pager)	
Koechner Construction (Cameron, MO)	(816) 632-3881	
Marlatt Construction (Atchison, KS)	(913) 367-3342*	
Roe Excavating (Cameron, MO)	(816) 632-4000 (Office) (816) 632-8159 (Mobile)	
<b>Transport Companies</b>		
Davies Oil (Troy, KS)	(816) 279-0887 (785) 985-3553 816-262-1631	
Liquid Transport (Greenfield, IN)	(317) 894-2900	
Midland Transport (Jefferson City, MO)	(573) 635-2008 (800) 366-1131	
Robertson-Williams (Kansas City, MO)	(816) 923-0700 (800) 234-8757	
Warrenton Oil Company (Warrenton, MO)	(636) 456-3346 (Office)	
Willcoxson Transport (Kahoka, MO)	(660) 727-2278	
Wynne Transport (Omaha, NE)	(402) 342-4001 (800) 383-9330*	
<b>Vacuum Truck Services</b>		
Ace Pipe Cleaning (Kansas City, MO)	(816) 241-2891 (Office)	

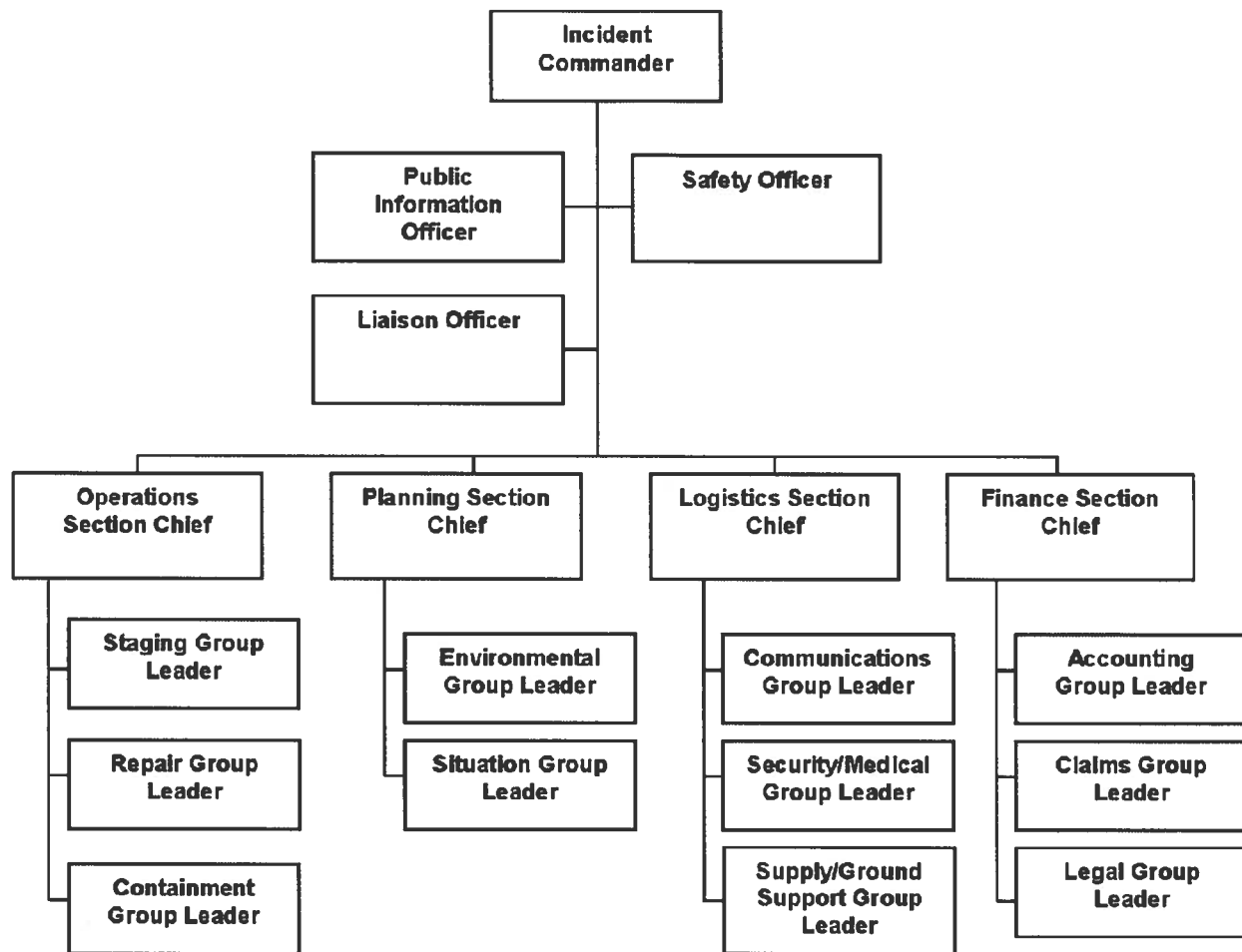
**FIGURE 3-2 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended , Continued</b>		
<b>Vacuum Truck Services</b>		
Consolidated Vac. Service (Ottawa, KS)	(785) 242-4044	
Veolia ES Special Services, Inc. 2250 N. Church Road Liberty, MO 64068	800-894-2876 816-781-3000	
<b>Water Intakes</b>		
Atchison Water Filter Plant Atchison Co. Sheriff	(913) 367-0216 (913) 367-4323* (Dispatch)	
Kansas City Power & Light (River Mile 414)	(816) 386-5225*	
Little Bean Marsh Natural History Area (River Mile 416)	(816) 858-2424 (816) 858-3521* (Dispatch)	

## 4.0 RESOURCES

FIGURE 4-1 - RESPONSE TEAM ORGANIZATION CHART\*



\*Note: Job descriptions for each SMT member are provided in the **SECTION 4.6** of the Spill Response Plan.

FIGURE 4-2 - FACILITY EQUIPMENT\*

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS/ABSORPTION CAPACITY	LOCATION AT FACILITY
Misc. tools and safety equipment	Various	Various	N/A	Replaced as necessary	In operation	ER Trailer
Response Equipment	Sand bags	8-tubes	Varies	Replaced as necessary	In operation	ER Trailer
Response Equipment	Plywood	2-sheets	4 ft x 4 ft	Replaced as necessary	In operation	ER Trailer
Response equipment	Containment Boom	150'	3"	Replaced as necessary	In operation	On-site
Response Equipment	Emergency Response Trailer	N/A	1	Replaced as necessary	In operation	ER Trailer on-site
Response Equipment	Absorbent boom	40'	Various	Replaced as necessary	In operation	ER Trailer
Response Equipment	Absorbent pads	2-bundles	Various	Replaced as necessary	In operation	ER Trailer

\***Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan.

**FIGURE 4-3 - REGIONAL COMPANY AND RESPONSE CONTRACTOR'S EQUIPMENT LIST /  
RESPONSE TIME**

\*USCG Classified OSRO for facility

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
*Bay West St. Paul, MN	Full response capabilities	0 hours
*Haz-Mat Response, Inc. Olathe, KS	Full response capabilities	2 hours
*Acme Products Co. Tulsa, OK	Full response capabilities	3.5 hours

**Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan.



**FIGURE 4-4 - EPA REQUIRED RESPONSE EQUIPMENT TESTING AND DEPLOYMENT DRILL LOG**

Item:	Date of Last Update:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

Item:	Date of Last Update:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

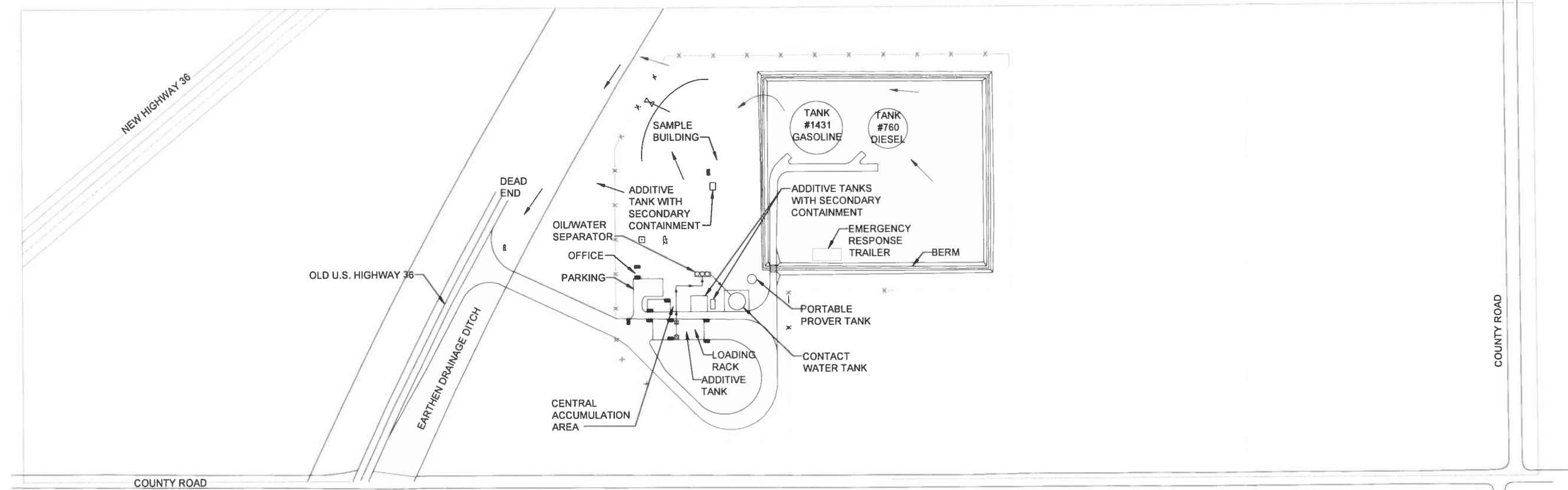
Item:	Date of Last Update:
<b>ACTIVITY</b>	<b>INFORMATION</b>
Last inspection or response equipment test date	
Inspection frequency	
Last deployment drill date	
Deployment frequency	
OSRO Certification (if applicable)	

## 5.0 PLOT PLANS / TANK TABLE

### FIGURE 5-1 - DRAINAGE DIAGRAM

(Click here for Drainage Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.



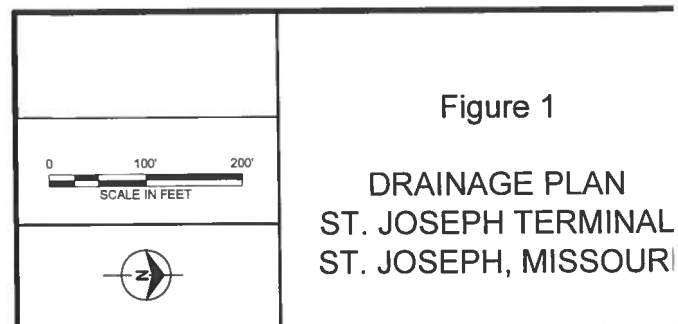
LEGEND:

- ABOVE GROUND TANK
- BELOW GROUND TANK
- ABOVE GROUND DRAINAGE
- - - - - BELOW GROUND DRAINAGE
- ✕ FENCE
- PROPERTY BOUNDARY
- ⊠ DRAIN
- FIRE EXTINGUISHER
- ⊗ SHUT-OFF VALVES
- ↕ SPILL OVER
- ⌵ DRAIN VALVE
- ⌒ SWING ARM VALVE
- Ⓢ SATELLITE DISH
- Ⓢ TRANSFORMER
- ⊙ MANHOLE
- Ⓢ FIRE HYDRANT

E: REFER TO SPCC FOR CONTENT AND CAPACITIES OF BULK STORAGE TANKS.

NOTE: REFER TO EPA SENSITIVITY MAPS FOR SURFACE WATER RECEIVING STREAMS.

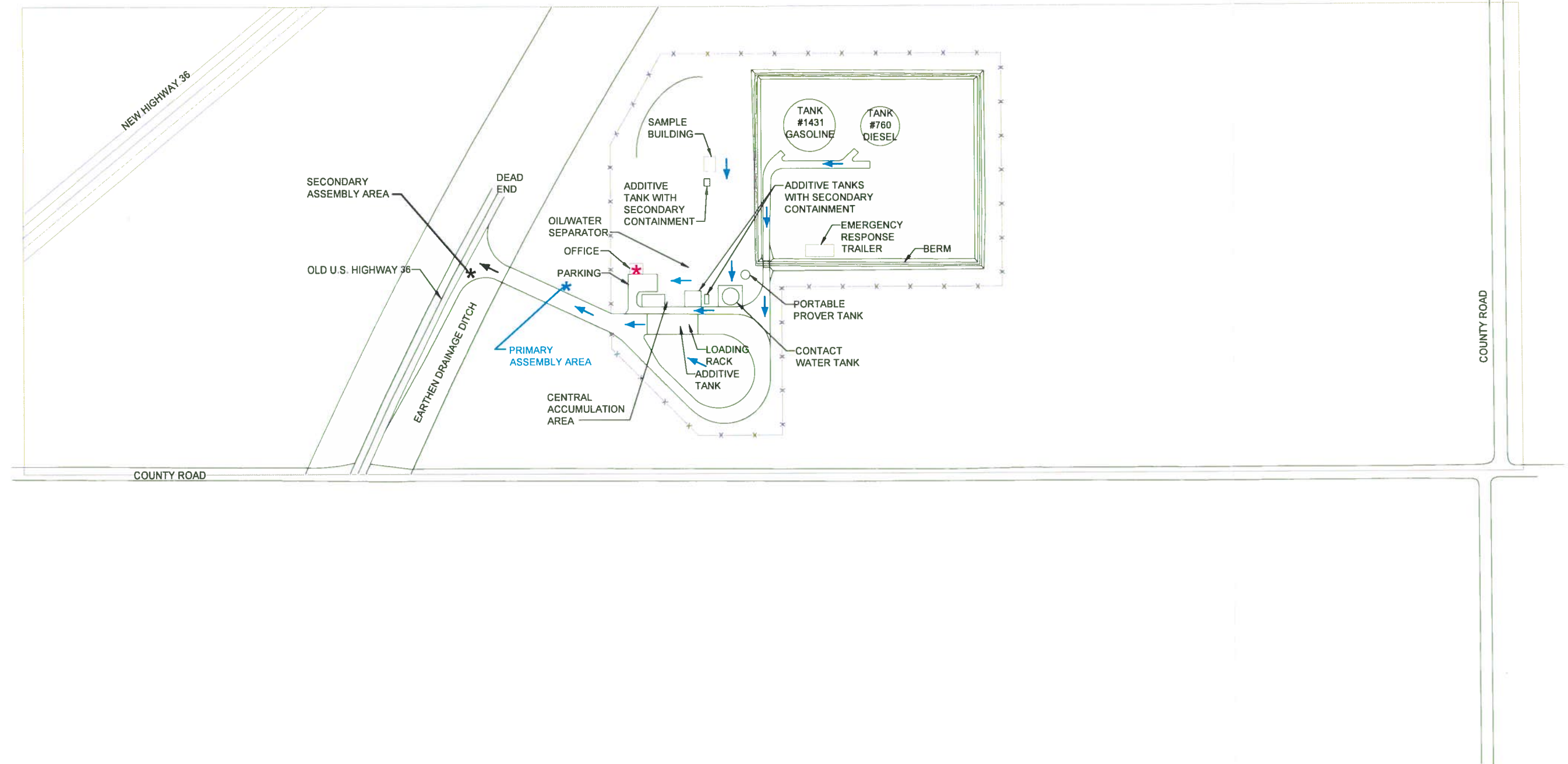
THIS DRAWING (INCLUDING PROPERTY LINES, STRUCTURES, AND LOCATION OF BURIED UTILITIES) IS NOT EXACT. FOR PRECISE LOCATION CONSULT A REGISTERED LAND SURVEYOR, OWNER AND/OR APPROPRIATE UTILITY COMPANIES.



**FIGURE 5-2 - EVACUATION DIAGRAM**

(Click here for Evacuation Diagram)

This ICP is based on a database design that was intended to be maintained through a worldwide web interface. As a result, global references are made within the plan text to certain components of the plan, such as drawings, which are not titled after those database references. For example, the Drawing entitled "Evacuation Plan" is referred to within the ICP (body and cross reference) as Figure C-7, but the actual drawing is entitled "Figure 1: Evacuation Plan" on the hard copy. This is an inevitable consequence of the design of the plan. This naming convention is important to consider when using the hard copy cross reference during a regulatory review; however, when using the plan as intended or reviewing the plan on a computer, the database naming convention does not affect the utility or cogency of the plan. For further explanation please contact the plan holder or TRP.



LEGEND:

- ABOVE GROUND TANK
- BELOW GROUND TANK
- \*— FENCE
- PROPERTY BOUNDARY
- PRIMARY EVACUATION
- SECONDARY EVACUATION
- \* PRIMARY ASSEMBLY AREA
- \* SECONDARY ASSEMBLY AREA
- \* CHECK-IN AREA

E: REFER TO SPCC FOR CONTENT AND CAPACITIES OF BULK STORAGE TANKS.  
 NOTE: REFER TO EPA SENSITIVITY MAPS FOR SURFACE WATER RECEIVING STREAMS.

THIS DRAWING (INCLUDING PROPERTY LINES, STRUCTURES, AND LOCATION OF BURIED UTILITIES) IS NOT EXACT. FOR PRECISE LOCATION CONSULT A REGISTERED LAND SURVEYOR, OWNER AND/OR APPROPRIATE UTILITY COMPANIES.

Figure 2	
EVACUATION PLAN ST. JOSEPH TERMINAL ST. JOSEPH, MISSOURI	

FIGURE 5-3 - TANK TABLE

Container/ Source	Failure/Cause	Total Capacity (gal)	Secondary Containment Volume Type (gal)	Tank Type	Year Constructed/ Installed	Quantity Stored (gal)	Direction of Flow/Rate (See Plot Plan)	Product Stored
ABOVEGROUND CONTAINERS - Total: 3,595,120								
1431	Leak/ Rupture	2,321,890	3,236,898 gal/1	C/ F/ W	1969	1,555,666	Instantaneous	Gasoline
760	Leak/ Rupture	1,260,630	3,236,898 gal/1	C/ F/ W	1966	844,622	Instantaneous	Distillate
313	Leak/ Rupture	12,600	13,860 gal/2	C/ FX/ W	1992	8,442	Instantaneous	Contact Water
ADDITIVE CONTAINERS - Total: 8,509								
277-070	Leak/ Rupture	1,977	3,679 gal/2	H/ FX/ W	-	1,285	Instantaneous	Additive
277-130	Leak/ Rupture	3,024	3,679 gal/2	H/ FX/ W	1991	1,966	Instantaneous	Additive
277-132	Leak/ Rupture	1,008	3,679 gal/2	H/ FX/ W	1991	655	Instantaneous	Additive
277-133	Leak/ Rupture	500	3,679 gal/2	H/ FX/ W	-	200	Instantaneous	Red Dye
277-160	Leak/ Rupture	2,000	2,698 gal/3	H/ FX/ W	2001	1000	Instantaneous	Additive
BURIED METALLIC STORAGE TANKS - Total: 4,998								
Oil/Water Separator	Leak/ Rupture	4,998	5,000 gal/5	H/ FX/ W	-	3,249	Instantaneous	Water
MISCELLANEOUS - Total: 10,000								
Terminal Piping	Corrosion	Varies	See Plot Plan	N/ A	N/A	N/A	Instantaneous	Varies
Truck Rack	Overfill	9,000	17,600 gal/**	N/ A	N/A	N/A	Instantaneous	Varies
Prover Tank	Leak/ Rupture	1,000	*	V/ FX/ W	-	Varies	Instantaneous	Varies
Facility Total: 3,618,627								

Note: There are no underground storage tanks or surface impoundments located at this Facility  
\* Not in Containment Area \*\* Curbing and containment system

Containment Type: 1-Earthen Berm and Floor, 2-Concrete Berm and Floor, 3-Metal Berm and Floor,  
4-Portable Containment or Inside Building, 5-Double Walled, 6-Earthen Floor and Concrete Walls

Tank / Roof Type: C =Conical or Cone, D = Dome, H = Horizontal, L = Lifter, S = Spheroid, V = Vertical, G = Geodesic,  
Fx = Fixed, F = Floating, W = Welded, R = Riveted

## 6.0 ENDANGERED AND THREATENED SPECIES BY STATE AND EPA PLANNING DISTANCE

## ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Bat, gray	<i>Myotis grisescens</i>	Caves and mines; rivers adjacent to forests	E	Kansas
Beetle, American burying	<i>Nicrophorus americanus</i>	Cropland/hedgerow	E	Kansas
Crane, whooping except where EXPN	<i>Grus americana</i>	Freshwater marshes and wet prairies	E	Kansas
Curlew, Eskimo	<i>Numenius borealis</i>	Cropland/hedgerow, grassland/herbaceous, tundra	E	Kansas
Ferret, black-footed entire population, except where EXPN	<i>Mustela nigripes</i>	Grasslands, steppe, and shrub steppe	E	Kansas
Madtom, Neosho	<i>Noturus placidus</i>	Large, medium-gradient streams	T	Kansas
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Kansas
Orchid, western prairie fringed	<i>Platanthera praeclara</i>	Mesic to wet praries	T	Kansas
Plover, piping except Great Lakes watershed	<i>Charadrius melodus</i>	Lakeshore beaches	T	Kansas
Shiner, Arkansas River Arkansas R. Basin	<i>Notropis girardi</i>	Benthopelagic; freshwater	T	Kansas
Shiner, Topeka	<i>Notropis topeka (=tristis)</i>	Streams	E	Kansas
Sturgeon, pallid	<i>Scaphirhynchus albus</i>	Free-flowing riverine	E	Kansas
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Kansas



## MAP FEATURE INDEX

MAP ID#	MAP NAME	FEATURE	NAME
1	Map 1 of 12	Transportation Route	US 36
2	Map 2 of 12	Transportation Route	Dirt Road
3	Map 4 of 12	Utility	Atchison Water Filter Plant Intake
4	Map 4 of 12	Boat Ramp	Boat Ramp
5	Map 4 of 12	Utility	Burlington Northern and Santa Fe Railroad
6	Map 4 of 12	Transportation Route	US 59
7	Map 5 of 12	Conservation Area	Little Bean Marsh Conservation Area
8	Map 6 of 12	Water Intake	Kansas City Power & Light Intake Plant
9	Map 6 of 12	Utility	Powerline
10	Map 6 of 12	Military	Fort Leavenworth Military Reservation
11	Map 6 of 12	Park	Weston Bend State Park
12	Map 7 of 12	Federal	Federal Penitentiary Farm
13	Map 7 of 12	Park	Riverfront Park
14	Map 7 of 12	Transportation Route	SR 92
15	Map 7 of 12	Boat Ramp	Boat Ramp
16	Map 7 of 12	Water Intake	Leavenworth Water Dept.
17	Map 7 of 9	Park	VA Park
18	Map 9 of 12	Transportation Route	I - 435
19	Map 10 of 12	Water Intake	Johnson County WD #1 & #2
20	Map 10 of 12	Water Intake	Mid-Continent Asphalt
21	Map 10 of 12	Park	English Landing Park
22	Map 10 of 12	Transportation Route	I-635
23	Map 10 of 12	Water Intake	KC Board of Public Works
24	Map 11 of 12	Transportation Route	US 69
25	Map 11 of 12	Park	E.H. Young Riverfront Park
26	Map 11 of 12	Water Intake	KC Water Dept
27	Map 11 of 12	Transportation Center	KC Downtown Airport
28	Map 12 of 12	Park	Holland Park
29	Map 12 of 12	Park	Kaw Point Riverfront Park
30	Map 12 of 12	Transportation Route	US 169
31	Map 12 of 12	Water Intake	Kansas City Power & Light
32	Map 12 of 12	Utility	Burlington Northern and Santa Fe Railroad
33	Map 12 of 12	Transportation Route	SR 9

\* Map ID# corresponds to sensitivities labeled on the following maps.

MAP FEATURE INDEX, CONTINUED

MAP ID#*	MAP NAME	FEATURE	NAME
34	Map 12 of 12	Park	Richard L Berkley Riverfront Park
35	Map 12 of 12	Transportation Route	I-29

\* Map ID# corresponds to sensitivities labeled on the following maps.

## SENSITIVITY DESCRIPTION

### EXPLANATION OF THE VULNERABILITY ANALYSIS:

A Vulnerability Analysis has been conducted for the terminal using the following general methodology (in accordance with 40CFR 112, Appendix F, paragraph 1.4.2 and 1.4.3, and external references provided therein):

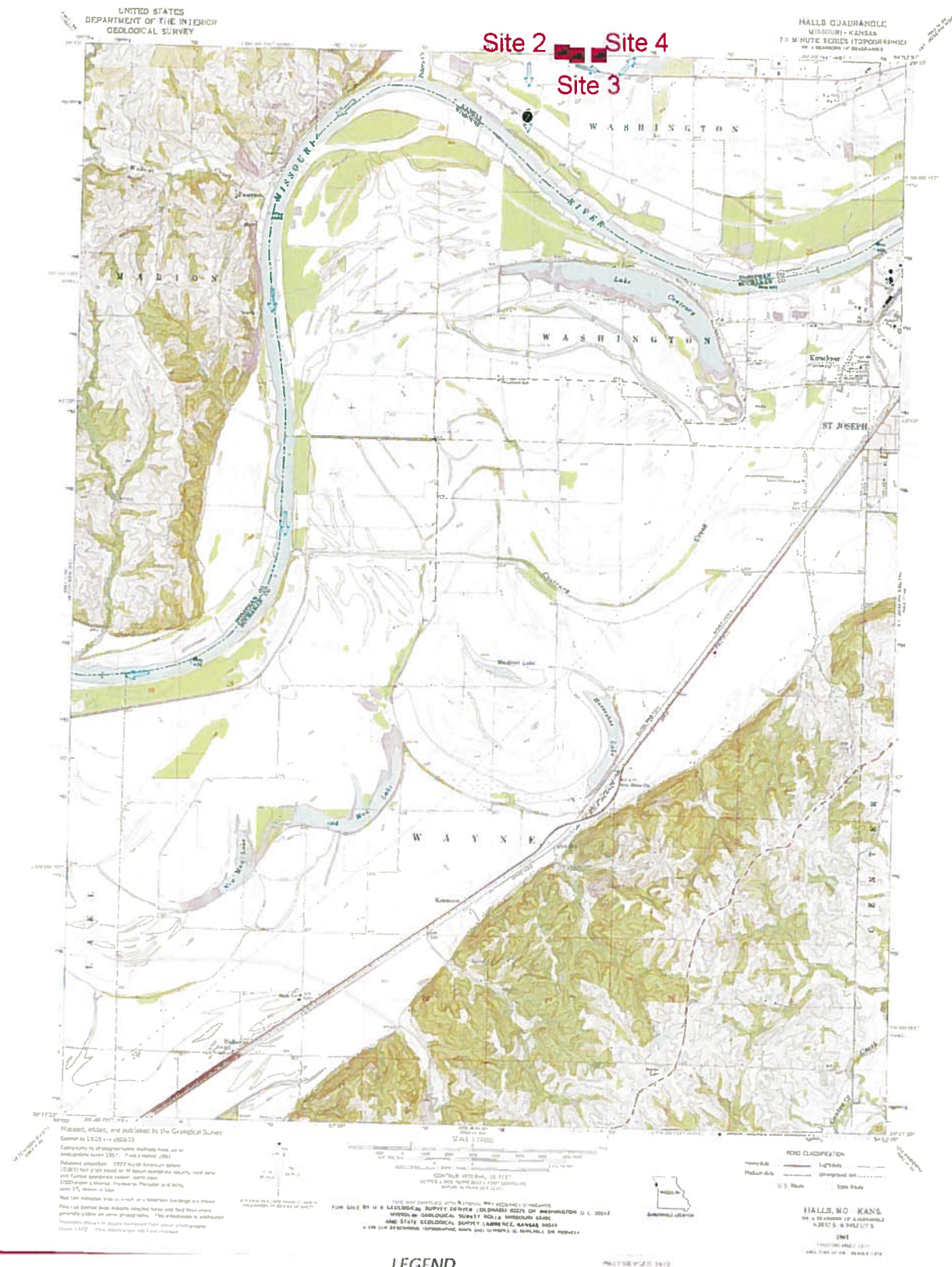
- Hazards identified in **FIGURE C-4** of this terminal Integrated Contingency Plan (ICP) are carefully reviewed for spill potential.
- Worst-case, Medium and Small Spill Scenarios are developed on the basis of spill history of the terminal; vulnerability to natural disaster; the operator's knowledge and experience related to the terminal's spill history, container age and other factors; and the sensitivities identified within the calculated planning distance.
- Sensitive receptors are reviewed, and Tactical Plans are developed to mitigate the risk of exposure of the identified receptors to an oil spill.
- Tactical exercises and oil spill prevention meetings are conducted to increase awareness, decrease the probability of oil spills, and increase the effectiveness of mitigation techniques employed should a spill occur.

Within this ICP, the Vulnerability Analysis required under Pt 112, App. F is split across three sections in the document. **APPENDIX C** comprises the hazard analysis (Spill Prevention Containment and Countermeasures Plan); **APPENDIX D** comprises the hazard analysis continuation, scenario analysis and downstream planning distance calculations; and **SECTION 6** comprises the sensitivity analysis – this is also where the detailed Tactical Site Plans are located.

**Sensitivity Map**

(Click here for Sensitivity Maps) 1

# St. Joseph Terminal Map 2 of 12



**Sensitivity Map**

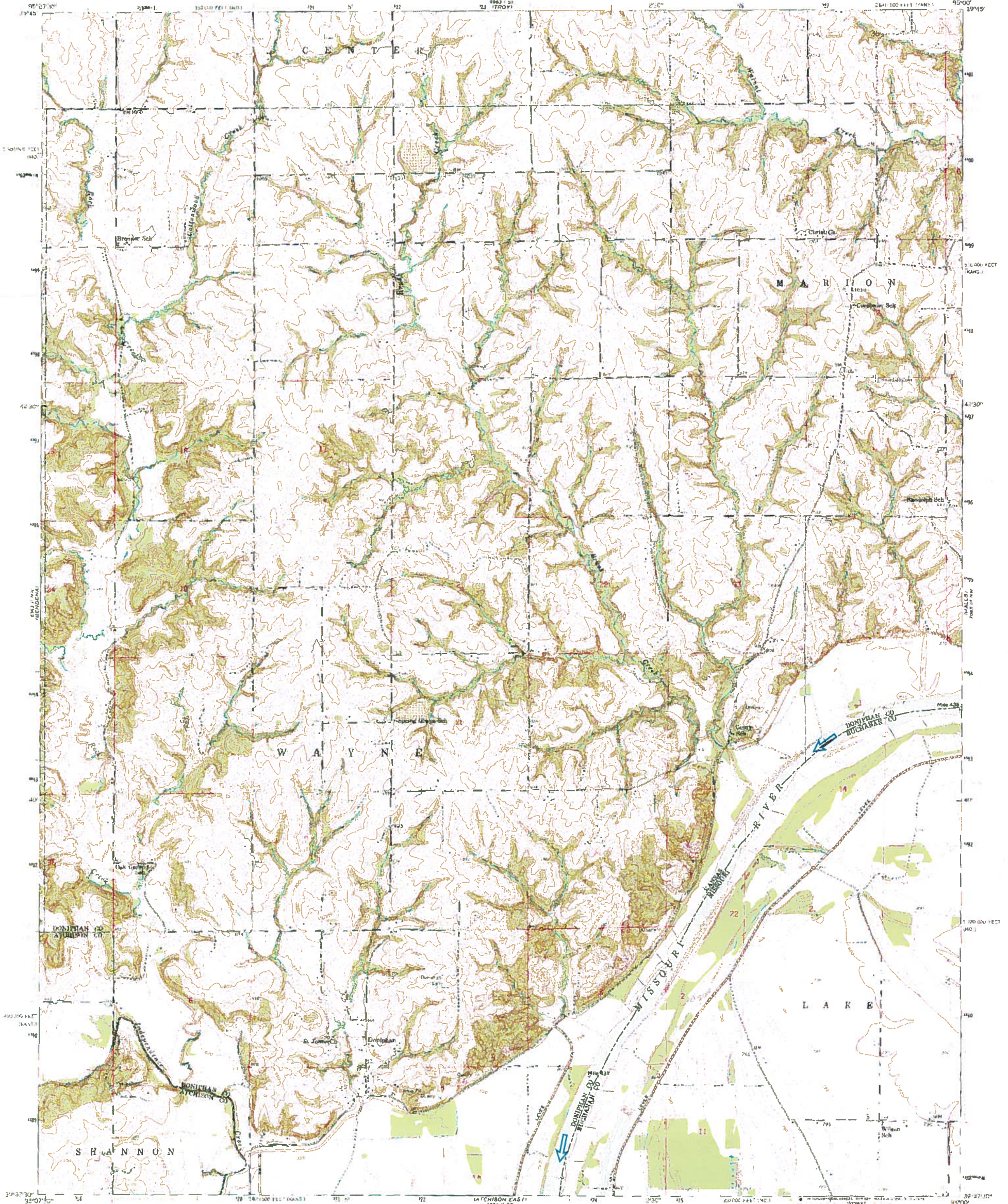
(Click here for Sensitivity Maps) 2



# St. Joseph Terminal Map 3 of 12

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

ATCHISON NE QUADRANGLE  
KANSAS-MISSOURI  
7.5 MINUTE SERIES (TOPOGRAPHIC)  
NE 4 ATCHISON 15' QUADRANGLE



Mapped, edited, and published by the Geological Survey  
Control by USGS and USCGS  
Topography from aerial photography by photogrammetric methods  
and by plane-table survey, 1959. Aerial photography taken 1957.  
Polyconic projection. 92° North American datum.  
1,000-foot grid based on Kansas coordinate system, north zone,  
and Missouri coordinate system, west zone.  
Datum: Universal Transverse Mercator grid lines,  
zone 15, shown in blue.  
Relief shown in purple computed from aerial photographs  
taken 1972. This information not used in this map.

THIS MAP COMPLETES WITH NATIONAL MAP ACCURACY STANDARDS  
FOR SALE BY U.S. GEOLOGICAL SURVEY, DENVER, COLORADO 80225, OR WASHINGTON, D.C. 20242.  
STATE GEOLOGICAL SURVEY, LAWRENCE, KANSAS 66044  
AND MISSOURI GEOLOGICAL SURVEY, ROLLA, MISSOURI 65401  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST.

## LEGEND

- Terminal
- First Receptor
- Well Head Protection Area
- Planning Distance
- Flow
- Municipal Water Intake
- Sensitivities
- Tactical Site



## Sensitivity Map

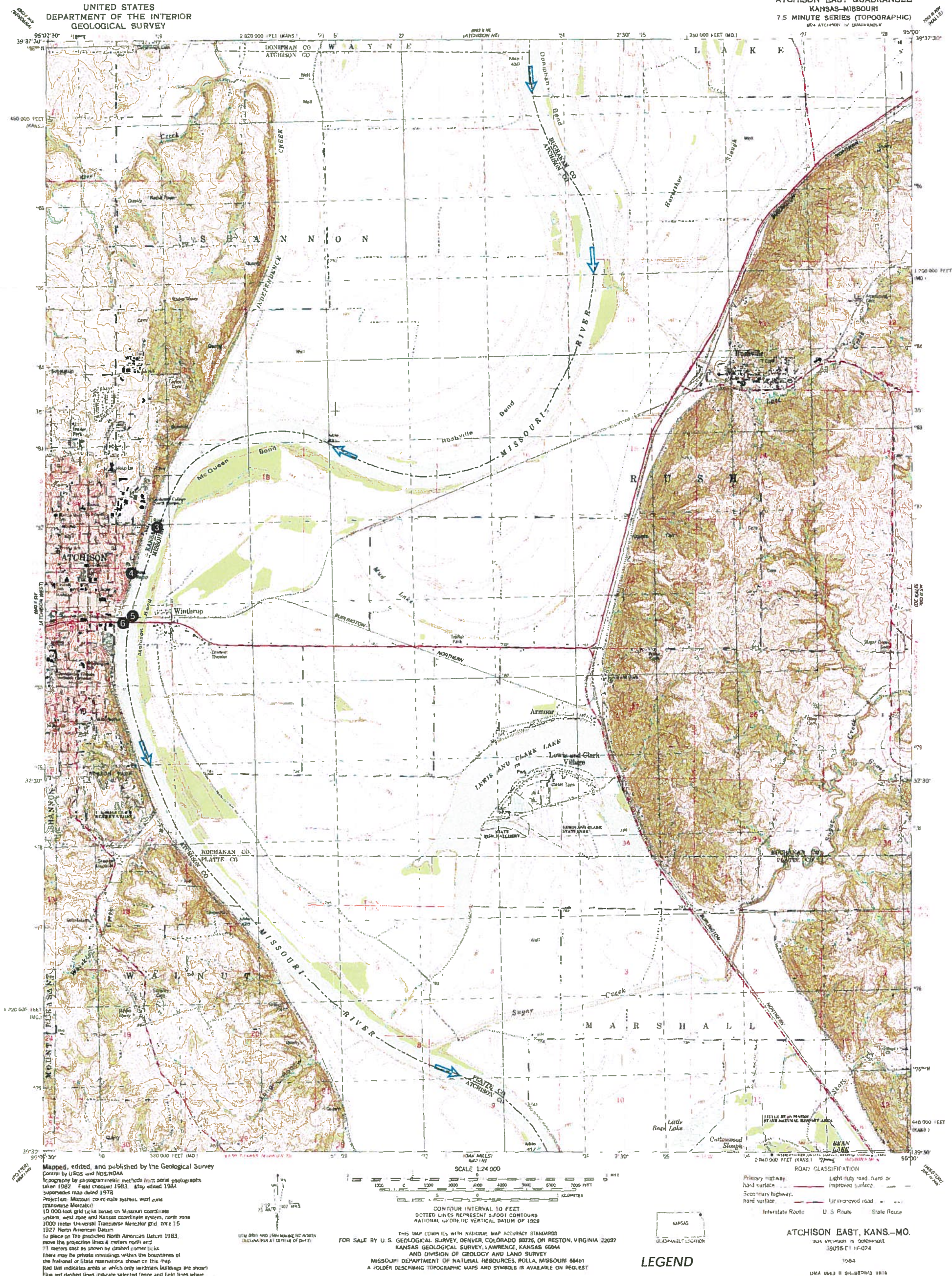
(Click here for Sensitivity Maps) 3



## St. Joseph Terminal Map 4 of 12

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

ATCHISON EAST QUADRANGLE  
KANSAS-MISSOURI  
7.5 MINUTE SERIES (TOPOGRAPHIC)



StJoseph.maps.cdr

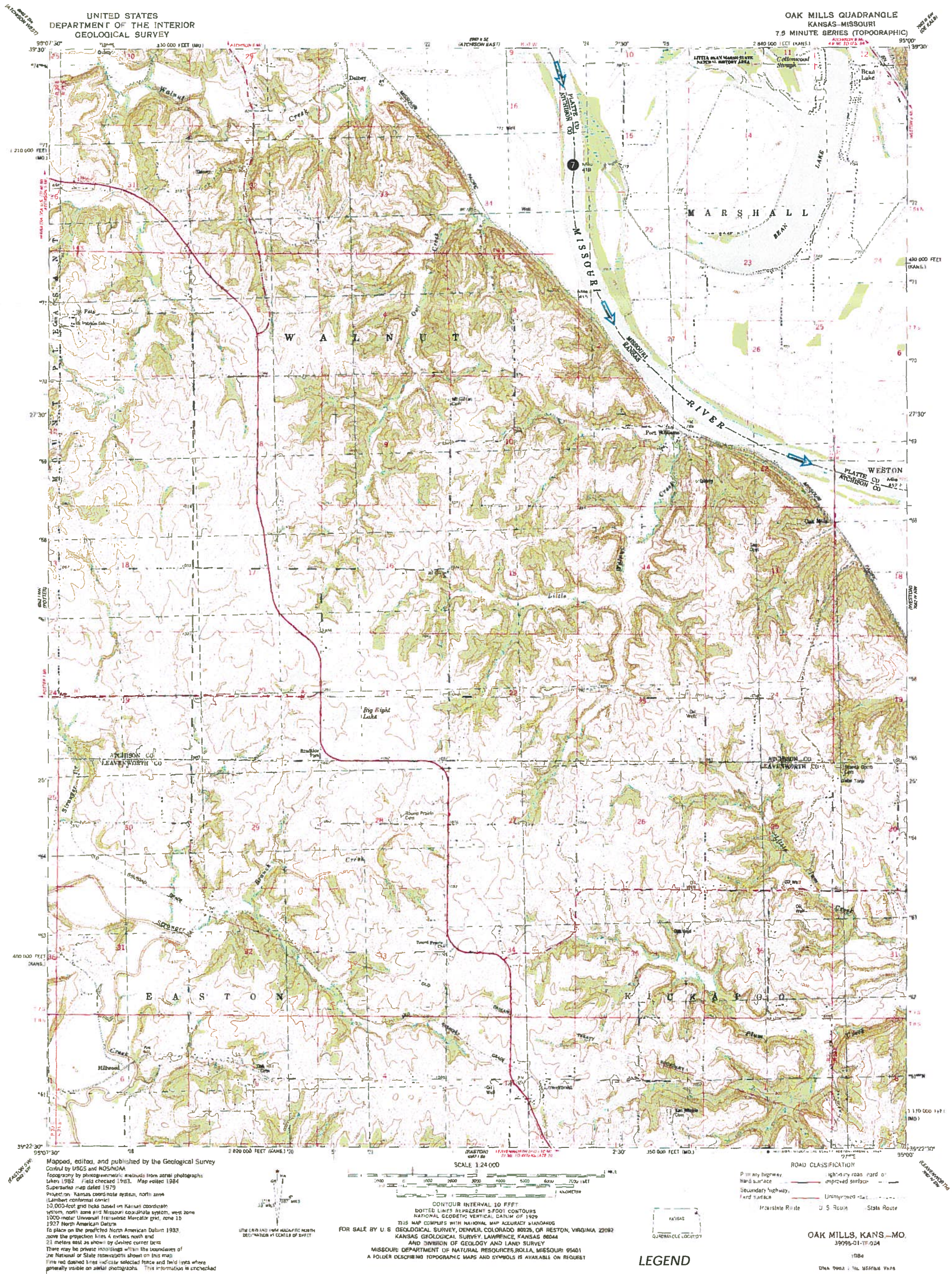


## Sensitivity Map

(Click here for Sensitivity Maps) 4



# St. Joseph Terminal Map 5 of 12



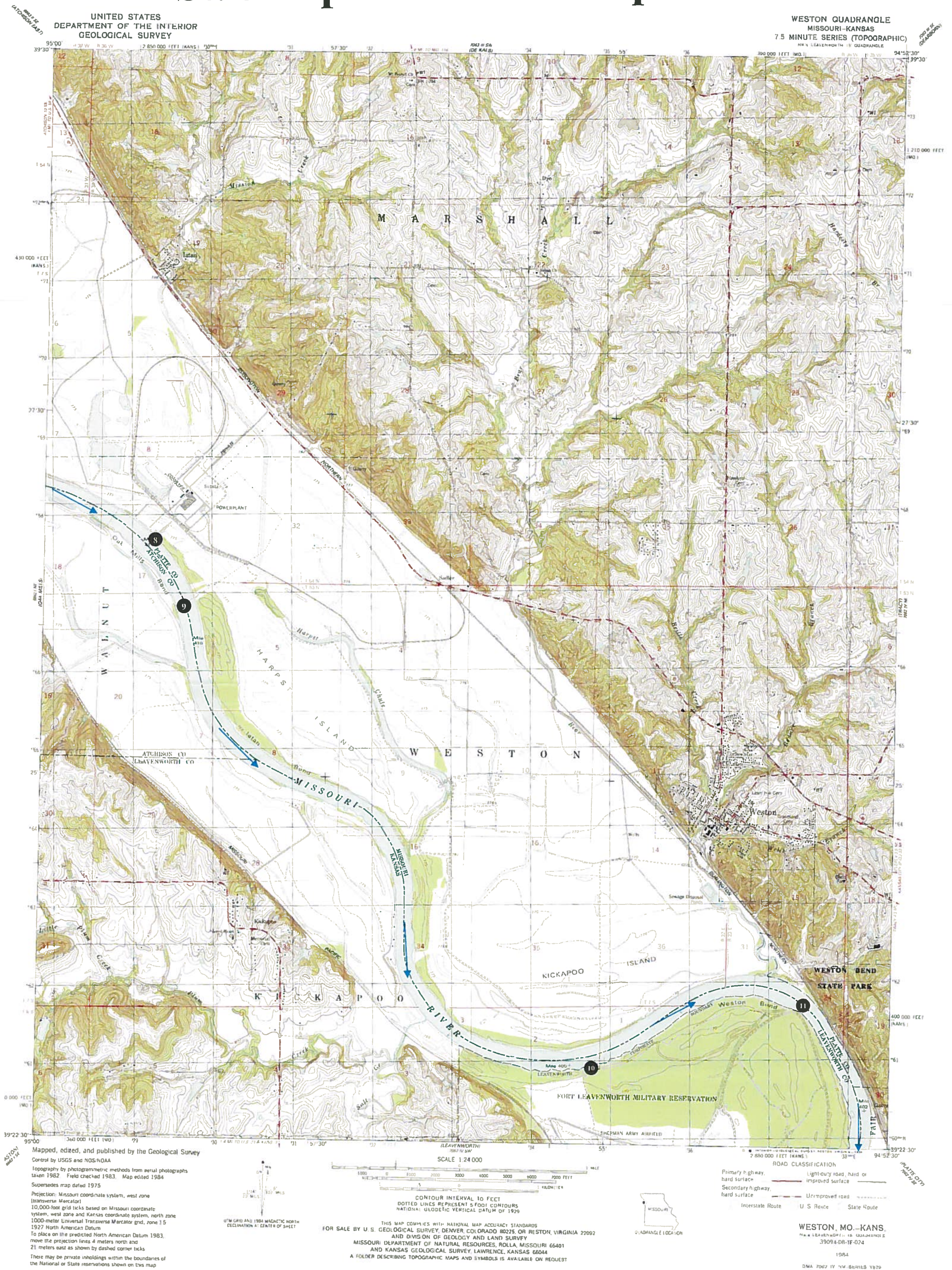


### Sensitivity Map

(Click here for Sensitivity Maps) 5



# St. Joseph Terminal Map 0 of 12



## Legend

- Terminal
- First Receptor
- Well Head
- Protection Area
- Planning Distance
- Flow
- Sensitivities
- Municipal Water Intake
- Tactical Site

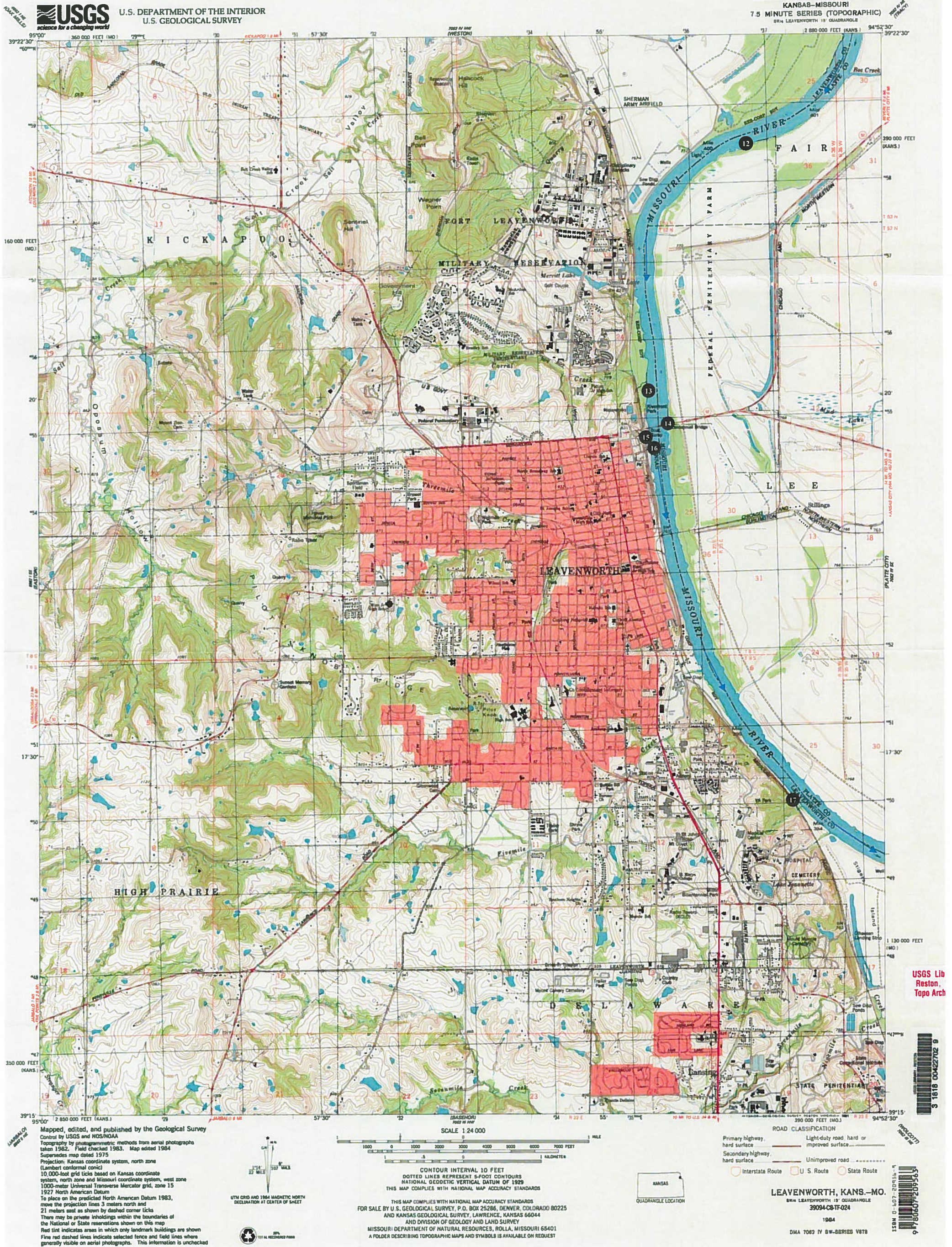


### Sensitivity Map



(Click here for Sensitivity Maps) 6



# St. Joseph Terminal Map / 01 12



### Legend

-  **Terminal**       **Planning Distance**  
 **First Receptor**       **Flow**  
 **Well Head**       **Sensitivities**  
**Protection**       **Municipal Water Intake**  
**Ar**       **Tactical Site**



### Sensitivity Map

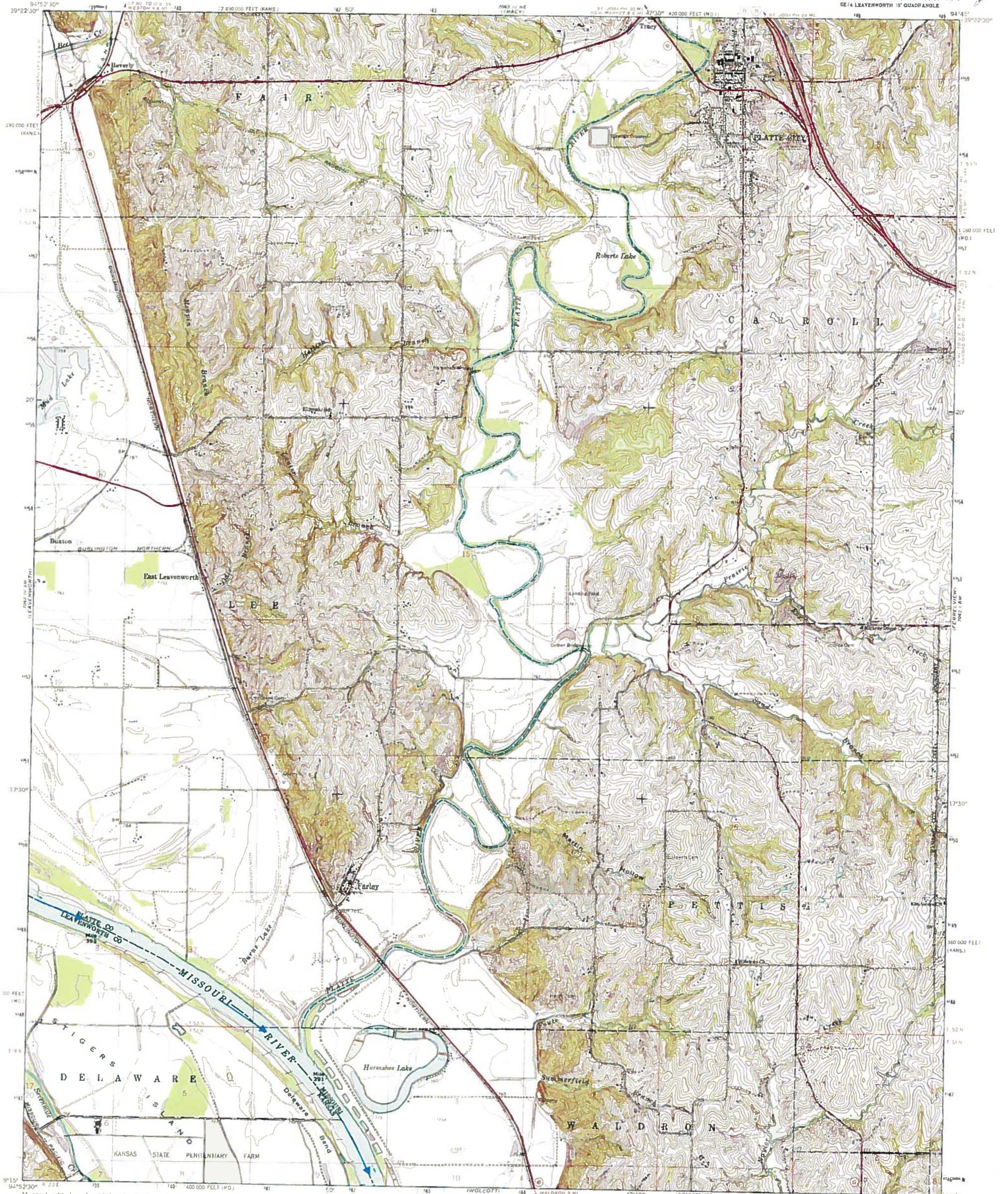
(Click here for Sensitivity Maps) 7



# St. Joseph Terminal Map 8 of 12

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY

PLATTE CITY QUADRANGLE  
MISSOURI-KANSAS  
7.5 MINUTE SERIES (TOPOGRAPHIC)  
SE 1/4 LEAVENWORTH 15' QUADRANGLE



Mapped, edited, and published by the Geological Survey  
Control by USGS and USC&GS

Topography by photogrammetric methods from aerial photographs  
taken 1947. Field checked 1948. Revised 1961

Polyconic projection. 1927 North American datum  
10,000-foot grid based on Missouri coordinate system, west zone  
and Kansas coordinate system, north zone  
1000-metre Universal Transverse Mercator grid ticks,  
zone 15, shown in blue

Fine red dashed lines indicate selected fence and field lines where  
generally visible on aerial photographs. This information is unchecked  
between 1970 and 1975. This information not field checked

UTM GRID AND 1983 MAGNETIC NORTH  
DECLINATION AT CENTER OF SHEET

SCALE 1:24,000

CONTOUR INTERVAL 10 FEET  
DOTTED LINES REPRESENT 5-FOOT CONTOURS  
NATIONAL GEODETIC VERTICAL DATUM OF 1929

THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS  
FOR SALE BY U.S. GEOLOGICAL SURVEY, DENVER, COLORADO 80275, OR RESTON, VIRGINIA 22092,  
AND THE DIVISION OF RESEARCH AND TECHNICAL INFORMATION  
MISSOURI DEPARTMENT OF NATURAL RESOURCES, ROLLA, MISSOURI 65401  
AND STATE GEOLOGICAL SURVEY, LAWRENCE, KANSAS 66044  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST



QUADRANGLE LOCATION

ROAD CLASSIFICATION  
Heavy duty ——— Light duty ———  
Medium duty ——— Unimproved dirt ———  
Interstate Route U.S. Route State Route

PLATTE CITY, MO.-KANS.  
SE 1/4 LEAVENWORTH 15' QUADRANGLE  
39094-C7-TF-024

1961

PHOTOREVISED 1970 AND 1975

DMA 7002 IV SE-SERIES V810

## Legend

- Terminal
- First Receptor
- Well Head
- Protection
- Ar
- Planning Distance
- Flow
- Sensitivities
- Municipal Water Intake
- Tactical Site

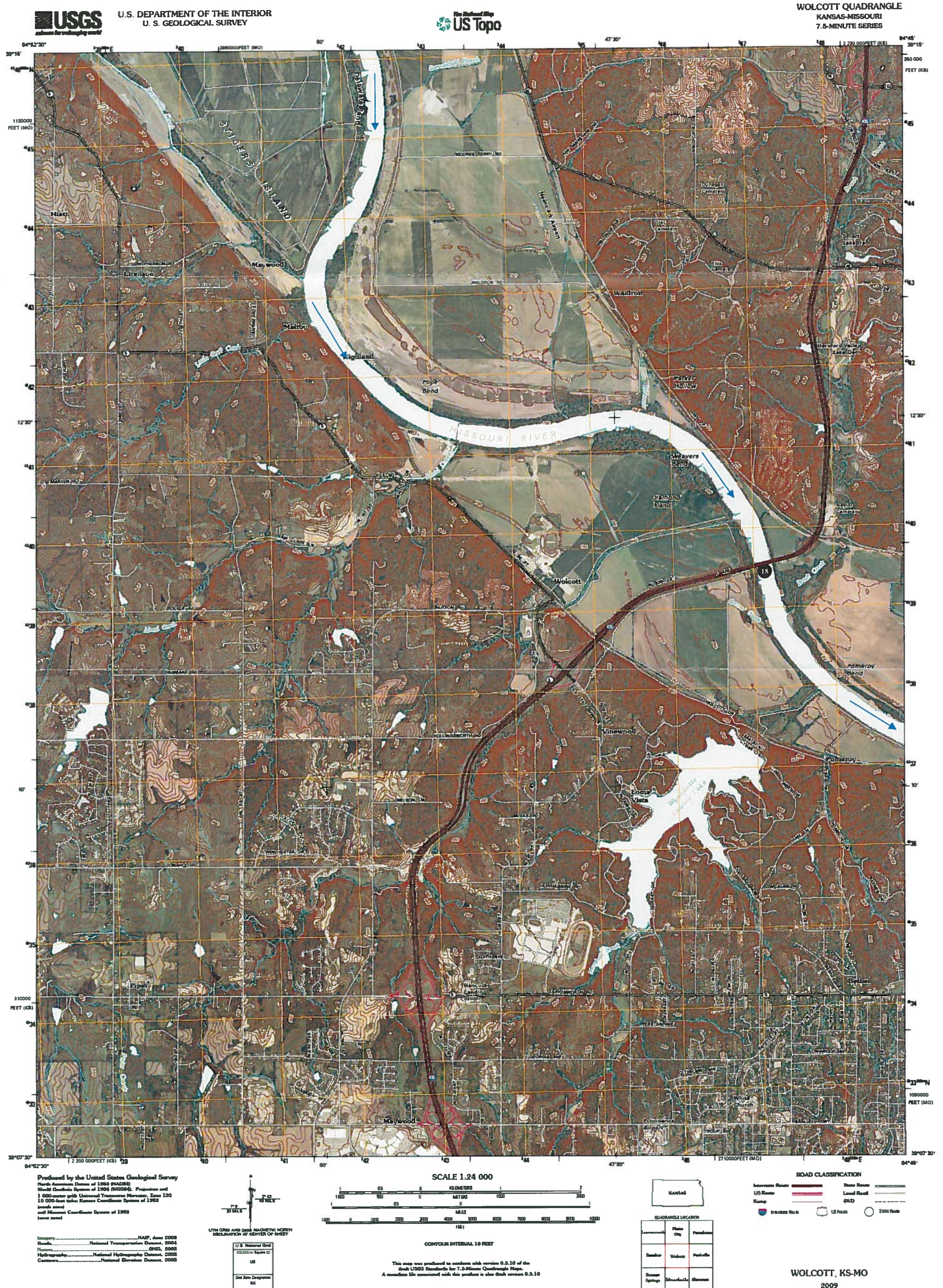


## Sensitivity Map

(Click here for Sensitivity Maps) 8



# St. Joseph Terminal Map 9 of 12



## Legend

- Terminal
- First Receptor
- Well Head
- Protection
- A
- Planning Distance
- Flow
- Sensitivities
- Municipal Water Intake
- Tactical Site



## Sensitivity Map

(Click here for Sensitivity Maps) 9



# St. Joseph Terminal Map 10 of 12

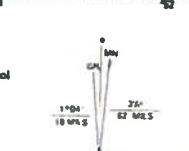


U.S. DEPARTMENT OF THE INTERIOR  
U.S. GEOLOGICAL SURVEY

PARKVILLE QUADRANGLE  
MISSOURI-KANSAS  
7.5-MINUTE SERIES (TOPOGRAPHIC)



Produced by the United States Geological Survey  
Topography compiled 1964. Planimetry derived from imagery taken 1990 and other sources. Photomaps using imagery dated 1996; no major culture or drainage changes observed. PLS and survey control current as of 1964. Boundaries, other than corporate, verified 2000.  
North American Datum of 1983 (NAD 83). Projection and 1000-meter grid. Universal Transverse Mercator, zone 15. 10 000-foot ticks. Missouri Coordinate System (west zone). 2 500-meter ticks. Kansas Coordinate System (north zone).  
North American Datum of 1927 (NAD 27) is shown by dashed corner ticks. The values of the shift between NAD 83 and NAD 27 for 7.5-minute intersections are obtainable from National Geodetic Survey NADCON software.



CONTOUR INTERVAL 10 FEET  
SUPPLEMENTARY CONTOUR INTERVAL 5 FEET  
NATIONAL GEODETIC VERTICAL DATUM OF 1929  
TO CONVERT FROM FEET TO METERS, MULTIPLY BY 0.3048  
THIS MAP COMPLES WITH NATIONAL MAP ACCURACY STANDARDS  
FOR SALE BY U.S. GEOLOGICAL SURVEY, P.O. BOX 25286, DENVER, COLORADO 80225  
AND DIVISION OF GEOLOGY AND LAND SURVEY  
MISSOURI DEPARTMENT OF NATURAL RESOURCES, ROLLA, MISSOURI 65401  
AND KANSAS GEOLOGICAL SURVEY, LAWRENCE, KANSAS 66044  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST



QUADRANGLE LOCATION

1	2	3
4	5	6
7	8	9

ADJOINING 7.5 QUADRANGLE NAMES

ROAD CLASSIFICATION

Primary highway	Light-duty road, hard or improved surface
Secondary highway	Unimproved road
Interstate Route	U.S. Route
State Route	

PARKVILLE, MO-KS  
1996

KDMA 7062 II NW-SERIES 1079

## Legend

- Terminal
- First Receptor
- Well Head
- Protection
- A
- Planning Distance
- Flow
- Sensitivities
- Municipal Water Intake
- Tactical Site



**Sensitivity Map**

(Click here for Sensitivity Maps) 10



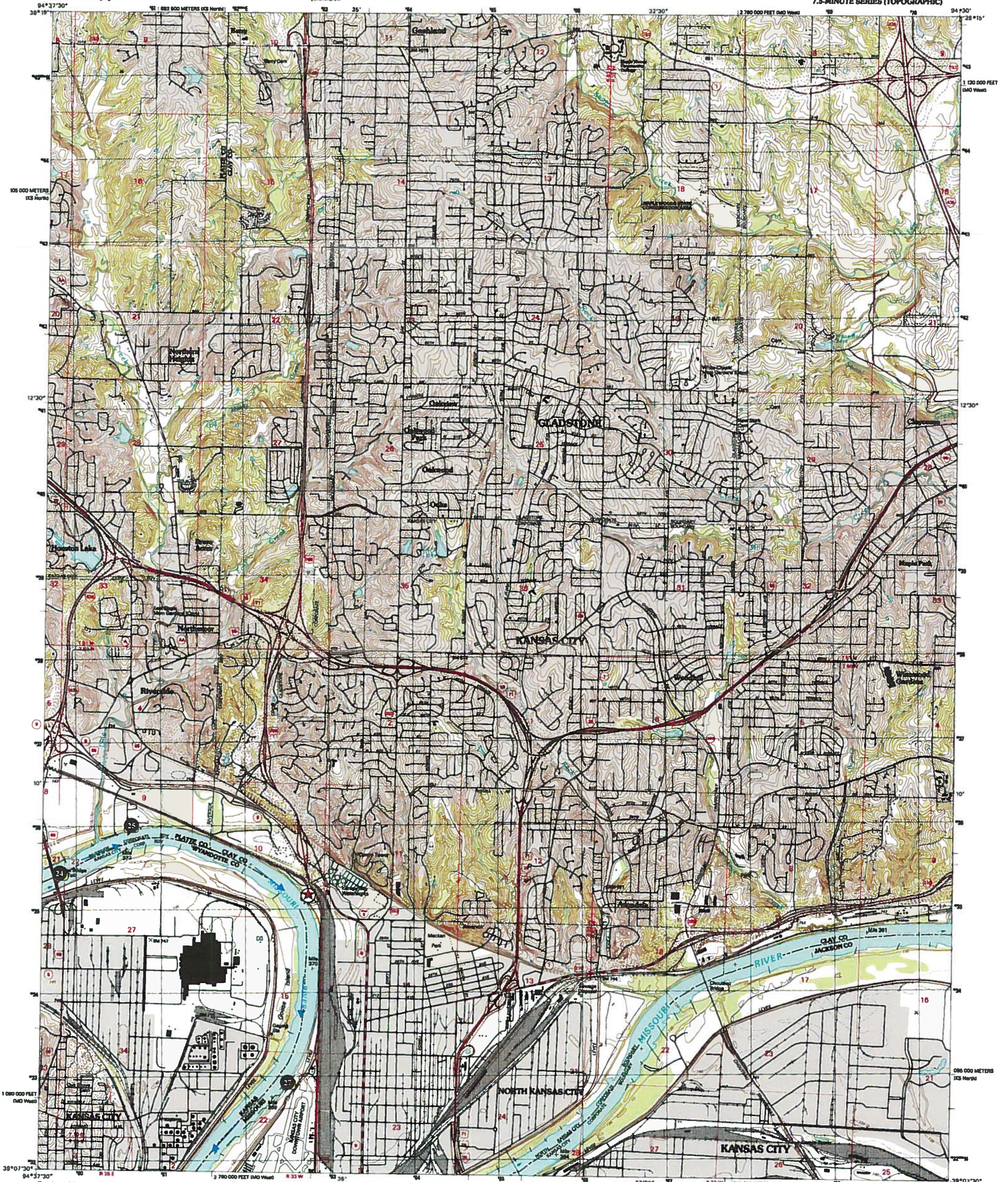
# St. Joseph Terminal Map 11 01 12



U.S. DEPARTMENT OF THE INTERIOR  
U.S. GEOLOGICAL SURVEY



NORTH KANSAS CITY QUADRANGLE  
MISSOURI-KANSAS  
7.5-MINUTE SERIES (TOPOGRAPHIC)



Produced by the United States Geological Survey  
Topography compiled 1963. Planimetry derived from imagery taken 1990 and other sources. Photomaps using imagery taken 1997, no major culture or drainage changes observed. PLSS and survey control current as of 1964. Boundaries, other than corporate, verified 1999

North American Datum of 1983 (NAD 83). Projection and 1000-meter grid. Universal Transverse Mercator, zone 15 10 000-foot ticks. Missouri Coordinate System of 1983 (west zone) 2 500-meter: Kansas Coordinate System of 1983 (north zone)

North American Datum of 1927 (NAD 27) is shown by dashed corner ticks. The values of the shift between NAD 83 and NAD 27 for 7.5-minute intersections are obtainable from National Geodetic Survey NADCON software

There may be private inholdings within the boundaries of the National or State reservations shown on this map



UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

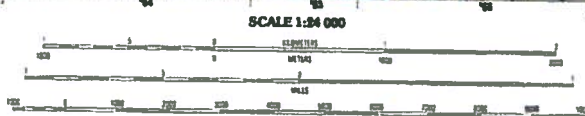
UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

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UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET

UTM GRID AND 1999 MAGNETIC NORTH DECLINATION AT CENTER OF SHEET



SCALE 1:24 000

SCALE 1:24 000

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QUADRANGLE LOCATION

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ROAD CLASSIFICATION

- Legend**
- Terminal
  - First Receptor
  - Well Head
  - Protection
  - A
  - Planning Distance
  - Flow
  - Sensitivities
  - Municipal Water Intake
  - Tactical Site

NORTH KANSAS CITY, MO-KS

1997

1997

1:24 000



## 7.0 TACTICAL PLANS

(Click here for Tactical Plans) 1





RESPONSE STRATEGY

Latitude/Longitude: N 39° 44' 57"/W 94° 55' 37"

Location: Doniphan County, Wathena, KS

Water Way: Road Drainage Ditch

Owner: TBD

Distance from Spill Source: 100 yards

Map Reference: Wathena

Response Objective: Containment and Recovery

Response Tactic: - Normal Conditions

For planning purposes, a spill from a tank truck leaving the facility is considered the most likely source of petroleum migrating off-site. In this scenario, the spill would travel south to the US Highway 36 drainage ditch. Facility personnel will respond by sealing the culverts (1. facility drive culvert and/or 2. frontage road culvert east of the facility drive) using poly sheeting, lumber and /or sandbags to pool product for collection by vac truck and skimmer and/or sorbents. In the event petroleum migrates beyond the culverts, facility personnel will respond by deploying containment boom at the retention pond bound by the on ramp to Hwy 36 and Vernon Road. Containment boom will be placed around the inlets/outlets at the retention pond (two total). The blocking technique and, if necessary, boom deployment in the retention pond will serve as the "functional equivalent" of 1000' of boom. Additional personnel and equipment will be requested from OSRO's as necessary. The company OSRO will respond with a vacuum truck within 2-hours to recover contained petroleum.

Watercourse Description: Drainage ditch, 5-6 ft. wide, mud banks and bottom, 0-2 ft. deep.

Description of Worksite: Rural area, multi-lane paved road access. light traffic.

Critical Response Information: Air monitoring and PPE per Site Safety Plan.

Date Last Revised: January 13, 2012

**LEGEND**      Origin ●      Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to Us Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

Cross intersection northwest 500 yards to worksite.

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
	50' - 75'	Containment Boom
	40 feet	Sorbent Boom
		Vac Truck(s)
		Skimmer(s) - (Suction, Weir, Oleophilic)
		Sorbent pad(s)
		Poly Sheeting
	(2) sheets	4' x 8' x 1/2" Plywood
	10	Sandbags

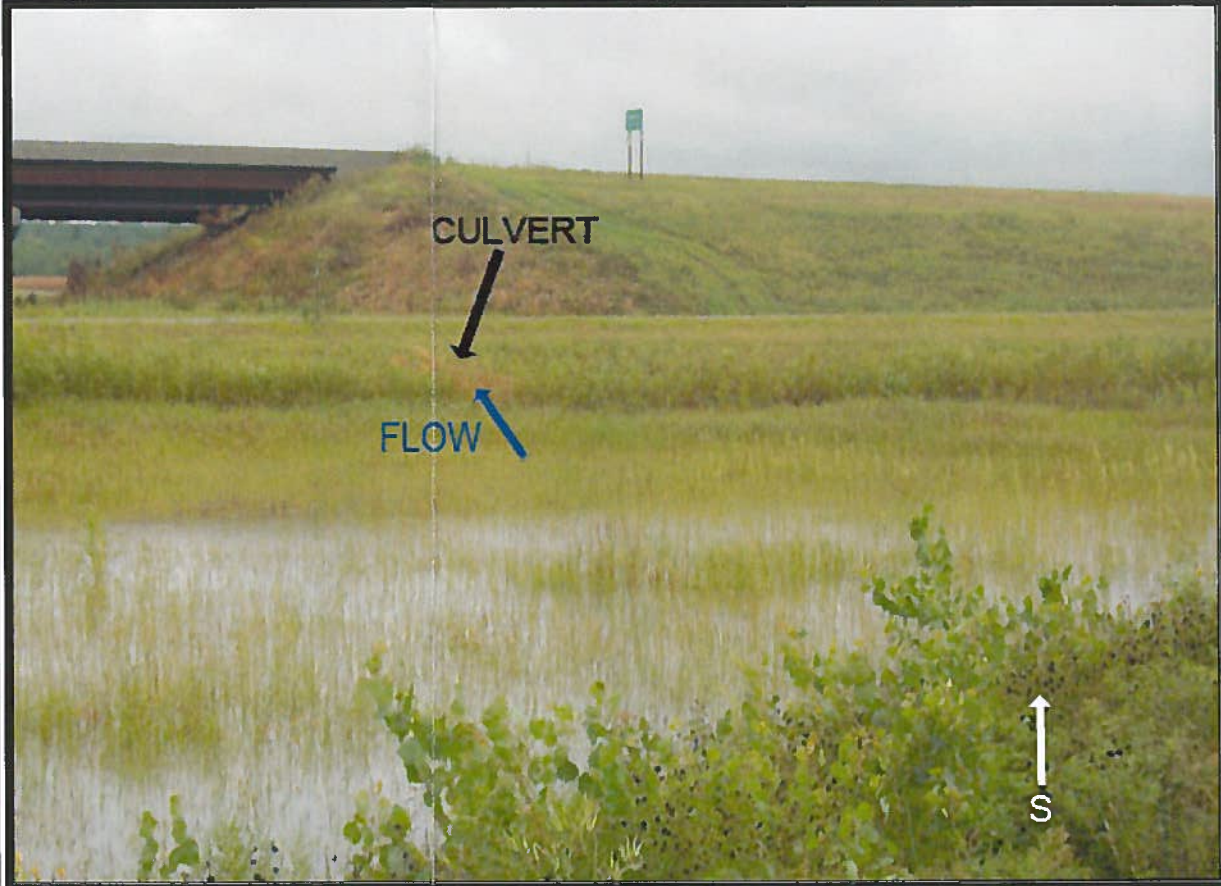
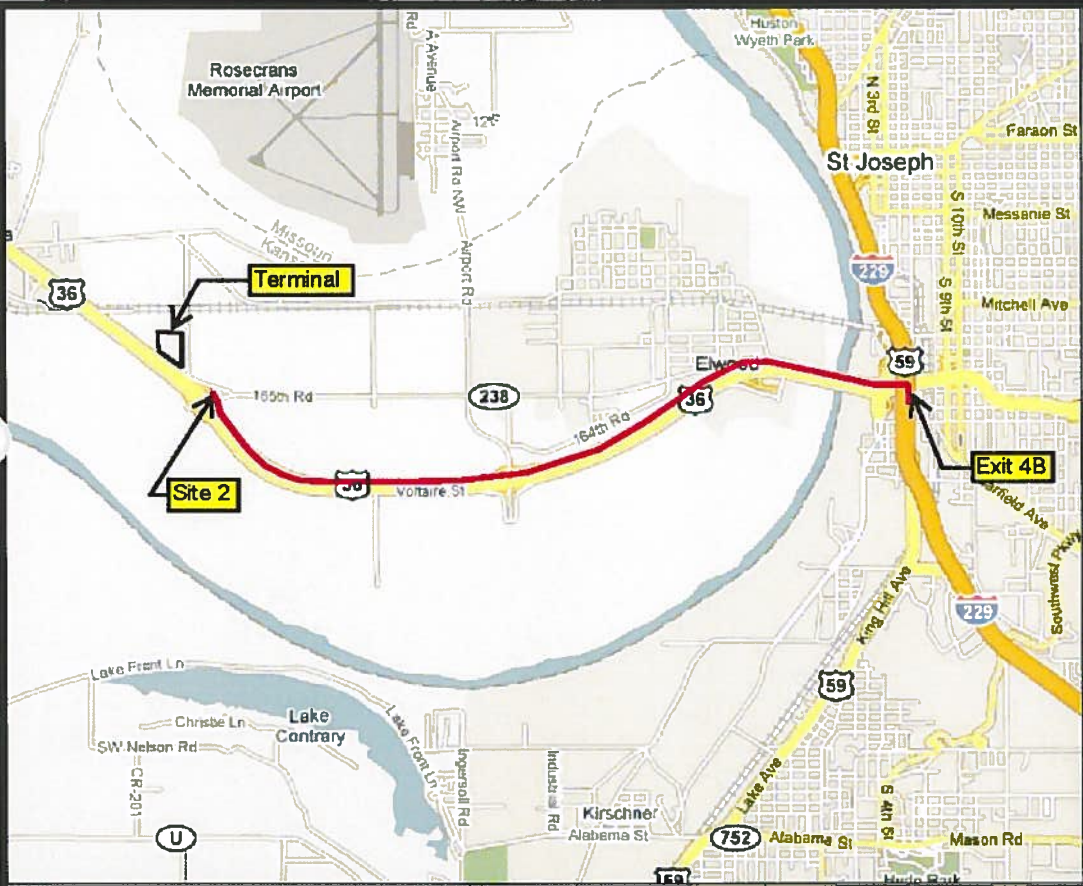
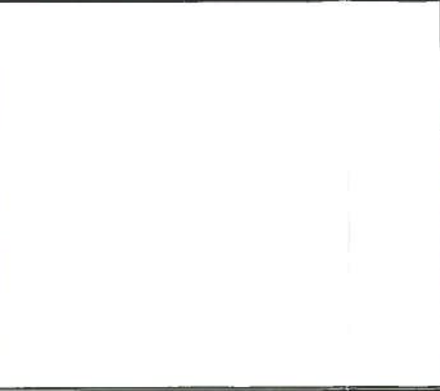
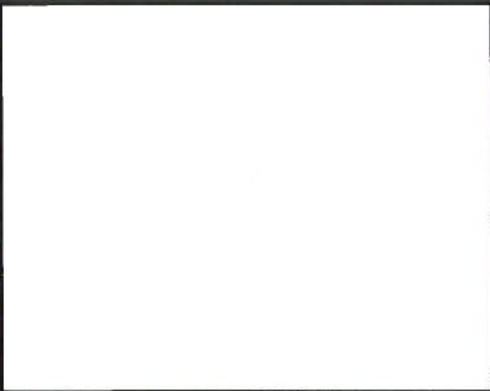
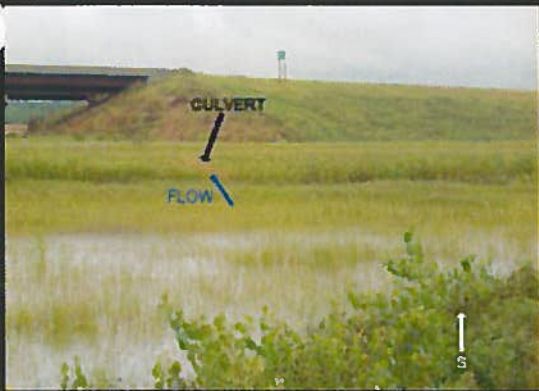
RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
	(2)	Local Responders
		Laborer(s)
		Supervisor(s)
		Equipment Operator(s)
		Vac Truck Operator(s)
		Boat Operator(s)



7.0 TACTICAL PLANS

(Click here for Tactical Plans) 2





RESPONSE STRATEGY

**Latitude/Longitude:** N 39° 44' 52"/W 94° 55' 01"

**Location:** Doniphan County, Wathena, KS

**Water Way:** Storm Water Retention Area (west of Vernon Road/165th Street intersection)

**Owner:** Missouri Department of Transportation

**Distance from Spill Source:** 500 yards

**Map Reference:** Wathena

**Response Objective:** Containment and Recovery

**Response Tactic: - Normal Conditions**  
Seal off flow through culvert out of storm water retention area by placing plywood against culvert, blocking flow. Secure plywood in place using the stakes and sandbags. Collect pooled product with a vac trucks. Sorbent booms and pads may also be placed downstream in the event that some product has already migrated past the containment point or upstream to collect product in the storm water retention area.

**Watercourse Description:** Storm water retention area, approximately 430 feet wide and 600 feet long, depth varies and may be approximately 1 to 2 feet deep, grass banks and bottom

**Description of Worksite:** Rural area, multi-lane paved road access, light traffic.

**Critical Response Information:** Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008

**LEGEND**      Origin ●      Destination ●

**DRIVING DIRECTIONS**  
From Interstate 29 (Exit 46 A/B) to US Highway 36  
West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)  
Site 2 is west of the intersection of 165th Street and Vernon Road.

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
4		Metal Culvert Pipes
1		Trac-hoe
400 ft		Sorbent Boom
1		Vac Truck(s)
1		Frac Tank(s)
1		Skimmer(s) - (Suction, Weir, Oleophilic)
100 ft		3/8" Polypropylene Line
12		Stake(s)
4		Sledge hammer(s)
6 bales		Sorbent pad(s)
2 cases		85 gallon drum liners
2 rolls		Poly Sheeting
5		4' x 8' x 1/2" Plywood
4		Shovels

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
1		Light tower(s)
2		Port-o-lets(s)

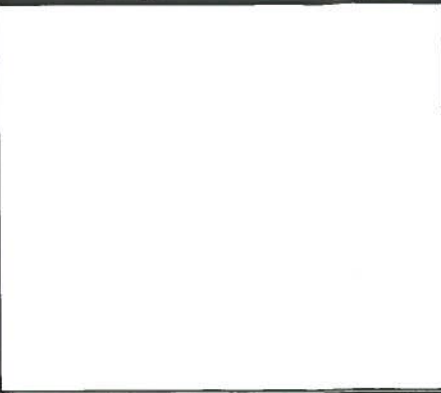
RECOMMENDED PERSONNEL		
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
2		Equipment Operator(s)
4		Laborer(s)



7.0 TACTICAL PLANS

(Click here for Tactical Plans) 3





**RESPONSE STRATEGY**

**Latitude/Longitude:** N 39° 44' 51"/W 94° 54' 50"

**Location:** Doniphan County, Wathena, KS

**Water Way:** Storm Water Retention Area (west of 165th Street & Vernon Road intersection)

**Owner:** Missouri Department of Transportation

**Distance from Spill Source:** 500 yards

**Map Reference:** Wathena

**Response Objective:** Containment and Recovery

**Response Tactic: - Normal Conditions**

Seal off flow through culvert out of storm water retention area by placing plywood against culvert, blocking flow. Secure plywood in place using the stakes and sandbags. Collect pooled product with a vac trucks. Sorbent booms and pads may also be placed downstream in the event that some product has already migrated past the containment point or upstream to collect product in the storm water retention area.

**Watercourse Description:** Storm water retention area, approximately 430 feet wide and 600 feet long, depth varies and may be approximately 1 to 2 feet deep, grass banks and bottom

**Description of Worksite:** Rural area, multi-lane paved road access, light traffic.

**Critical Response Information:** Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008

**LEGEND**      Origin ●      Destination ●

**DRIVING DIRECTIONS**

From Interstate 29 (Exit 46 A/B) to US Highway 36

West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)

Site 3 is west of the intersection of 165th Street and Vernon Road.



February 2005

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**RECOMMENDED EQUIPMENT**

WCD	SMALL	DESCRIPTION
4		Metal Culvert Pipes
1		Trac-hoe
1		Vac Truck(s)
1		Frac Tank(s)
1		Skimmer(s) - (Suction, Weir, Oleophilic)
400 ft		Sorbent boom
2 cases		85 gallon drum liners
100 ft		3/8" Polypropylene Line
12		Stake(s)
4		Sledge hammer(s)
6 bales		Sorbent pad(s)
2 rolls		Poly Sheeting
5		4' x 8' x 1/2" Plywood
4		Shovels

**RECOMMENDED EQUIPMENT**

WCD	SMALL	DESCRIPTION
1		Cell Phone(s)
2		Portable Radios(s)
1		Light tower(s)
2		Port-o-let(s)

**RECOMMENDED PERSONNEL**

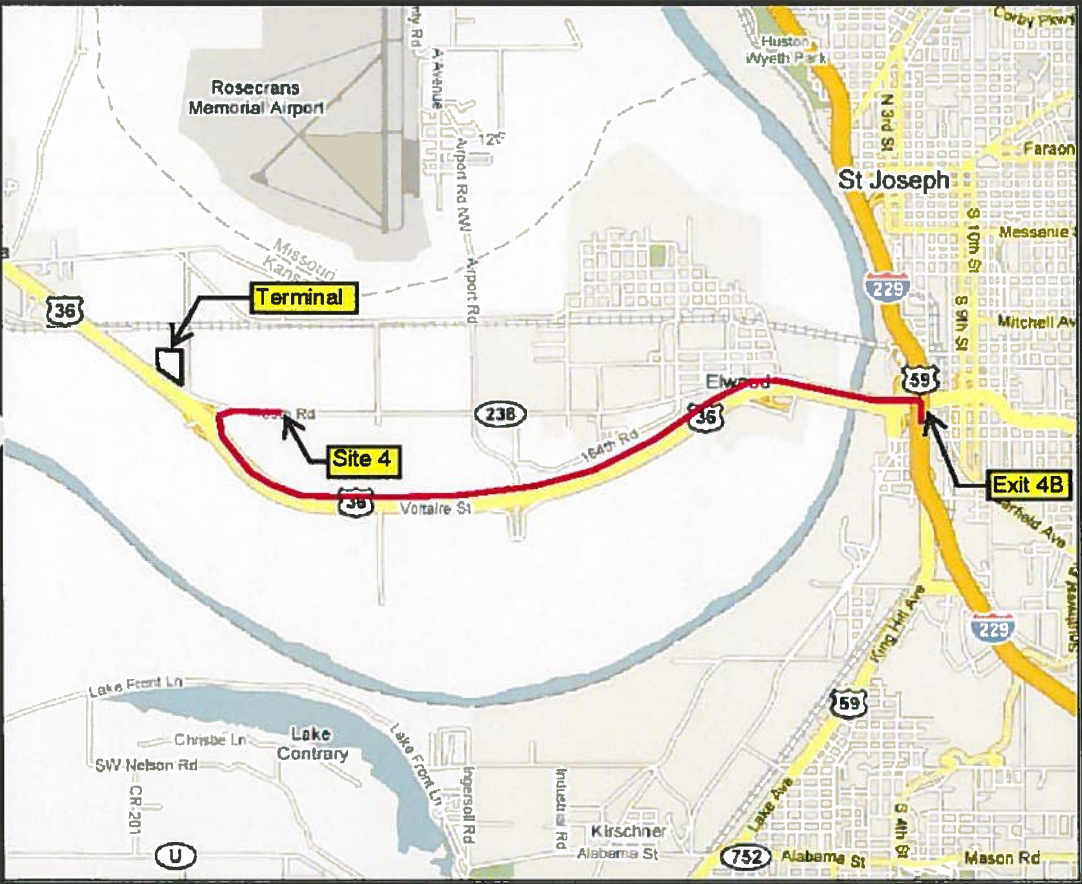
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
1		Boat Operator(s)
4		Laborer(s)



7.0 TACTICAL PLANS

(Click here for Tactical Plans) 4





**RESPONSE STRATEGY**

**Latitude/Longitude:** N 39° 45' 16"/W 94° 54' 30"

**Location:** Doniphan County, Wathena, KS

**Water Way:** Drainage Ditch

**Owner:** Missouri Department of Transportation

**Distance from Spill Source:** 550 yards

**Map Reference:** Wathena

**Response Objective:** Containment and Recovery

**Response Tactic: - Normal Conditions**

Use absorbent boom to prevent a release from flowing downstream in the ditch. Cover containment area with poly sheeting to prevent a release from flowing downstream in the ditch. Cover containment area with poly sheeting to prevent permeation of product. Poly sheeting may need to be secured with sandbags. Use absorbent booms and pads to absorb product in the containment area until a vac truck arrives.

**LEGEND**      Origin ●      Destination ●

**DRIVING DIRECTIONS**  
From Interstate 29 (Exit 46 A/B) to US Highway 36  
  
West on US Highway 36 for 7.5 miles to 165th Street (State Highway 238 Spur)  
  
East on 165th Street to the intersection of 165th Street and Vernon Road. Site 4 is on the east side of this intersection.



February 2005

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RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
1		Trac-hoe
1		Vac Truck(s)
1		Frac Tank(s)
4		Shovels
1		Skimmer(s) - (Suction, Weir, Oleophilic)
20 feet		Sorbent boom
6 bales		Sorbent pad(s)
2 rolls		Poly sheeting
7 cases		85 gallon drum liners
1		Cell Phone(s)
2		Portable Radios(s)
1		Light tower(s)
2		Port-o-let(s)

RECOMMENDED EQUIPMENT		
WCD	SMALL	DESCRIPTION
RECOMMENDED PERSONNEL		
WCD	SMALL	DESCRIPTION
1		Supervisor(s)
1		Vac Truck Operator(s)
1		Boat Operator(s)
4		Laborer(s)

**Watercourse Description:** Drainage ditch, grass cover, 10 feet wide, 1 foot deep

**Description of Worksite:** Rural area, single-lane dirt road access, light traffic.

**Critical Response Information:** Air monitoring and PPE per Site Safety Plan.

Date Last Revised: August 5, 2008